
ProgressBook VirtualClassroom Teacher Guide



ProgressBook®
VirtualClassroom

ProgressBook VirtualClassroom Teacher Guide

(This document is current for v14.7.0 or later.)

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Change Log

The following Change Log explains by Product Version, Heading, Page and Reason where changes in the *ProgressBook VirtualClassroom Teacher Guide* have been made.

Product Version	Heading	Page	Reason
14.7.0	<i>"Welcome to VirtualClassroom"</i>	1	Removed note that indicated VirtualClassroom is only available for Default or Custom Setup 1 classes and for assignments that are points based. It is now available for all classes and mark types. Added note that if your district does not enable VirtualClassroom, you can still use all features of the program except scheduling and previewing activities.
14.7.0	<i>"Activities"</i>	3	Updated screen shots throughout the chapter to show the new "Add a Group" and "Add a Page Break" options in the Actions drop-down list, the new look of the Activity Builder menu, and the simplified text editor in the Activity Builder .
14.7.0	<i>"Add Content to Activities"</i>	6	Added note describing the new "View as Student" option. Added information about the new WIRIS™ math editor and a link to the user manual.
14.7.0	<i>"Add a Question"</i>	9	Added two new sections to describe how to create the new Matching and Multiple Choice with Pictures types of questions.
14.7.0	<i>"Upload a File"</i>	24	Revised text and screen shot to reflect that the name of an uploaded file is now a clickable link.
14.7.0	<i>"Schedule and Link Activities to Assignments"</i>	31	Renamed section and two sub-sections to clarify that when you link an activity to an assignment, you also schedule it at that time.
14.7.0	<i>"Link and Schedule Activities from GradeBook"</i>	31	Added note that the Name field on the Add an Activity window now defaults to the text that you entered in the Description field on the Assignment Details screen.
14.7.0	<i>"Library"</i>	39	Updated note indicating that the District Library is now functional.
14.7.0	<i>"Search My Library"</i>	47	Added section.
14.7.0	<i>"Copy and Paste Content"</i>	56	Added section.
14.7.0	<i>"Share Content with Others in Your District"</i>	57	Added section.
14.7.0	<i>"Search for Shared District Content"</i>	61	Added section.
14.7.0	<i>"Evaluate and Copy Shared District Content"</i>	66	Added section.

Change Log

Product Version	Heading	Page	Reason
14.7.0	<i>"Grade Activities"</i>	79	Revised steps and added note that for mark types of points or percent, the GradeBook Mark field now automatically populates as you grade the activity. Updated screen shots to show newly named Final Assignment Mark area.
14.6.0	Entire Guide	N/A	Added links to instructional videos.
14.6.0	<i>"Schedule and Link Activities to Assignments"</i>	31	Added new method of linking activities to assignments through the VirtualClassroom "Schedule" function and reorganized and rewrote some information.
14.6.0	<i>"Grade Activities"</i>	79	Added steps to mark individual questions for redo and enter comments at the question level and updated images of Activity Grading screen.
14.5.0	Entire Guide	N/A	Rewrote guide to show new VirtualClassroom product that is fully integrated with GradeBook.

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Welcome to VirtualClassroom

VirtualClassroom is a web-based learning management system (LMS) that is integrated with GradeBook. It facilitates blended learning both inside and outside the classroom. Using VirtualClassroom, you can create activities such as homework, quizzes, and tests for your students to complete online in ProgressBook.

Your personal library within VirtualClassroom (**My Library**) lets you store content for reuse and collaborate with other teachers to create content. You can publish content from your personal library to the **District Library** to share with others in your district, or you can search the **District Library** for content to copy to your own library.

Refer to the appropriate section as follows:

- To create activities and link them to assignments, see [“Activities.”](#)
- To manage activities and other content within the **Library**, see [“Library.”](#)
- To grade activities, see [“Grading.”](#)

Note: *Your district must enable VirtualClassroom in order for you to schedule or preview activities. If VirtualClassroom is not enabled, you can still use all other features of the program to create activities, build up your library, and share or copy content.*

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Activities

VirtualClassroom lets you create activities such as homework, quizzes and tests for your students to complete online using ProgressBook. You link these activities to assignments in GradeBook. Refer to the appropriate section as follows:

- “Create Activities”
- “Add Content to Activities”
- “Organize Activities”
- “Edit Questions”
- “Delete Questions”
- “Schedule and Link Activities to Assignments”

Create Activities

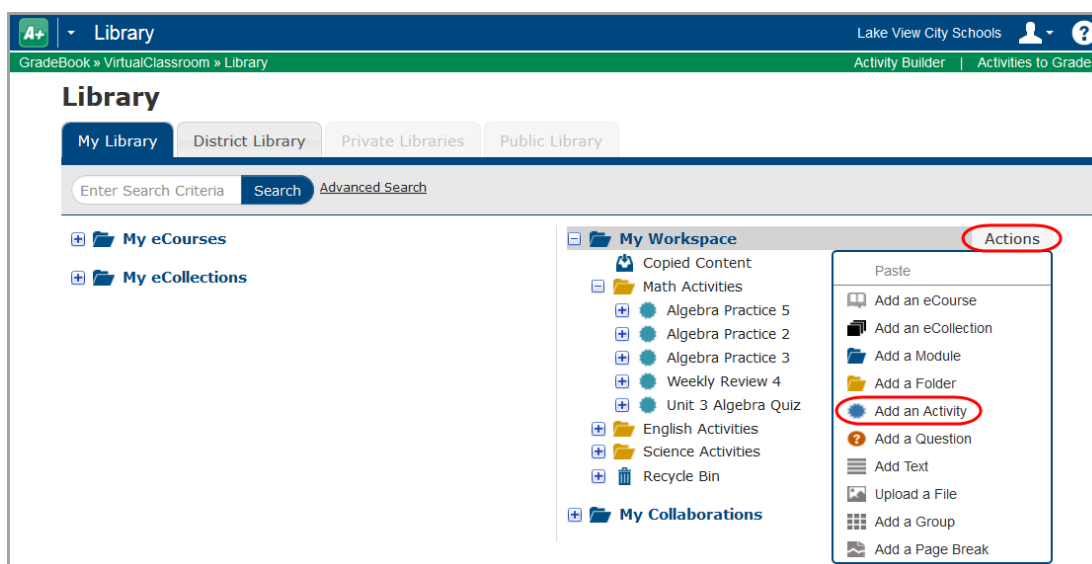
To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Create-Activities>

You can create VirtualClassroom activities in your library.

Note: For information on managing the content in your personal library, see “Library.”

1. On the **Library** screen **My Library** tab, hover over the **My Workspace** section until the **Actions** button displays.
2. Click **Actions**, and select “Add an Activity.”



Create Activities

The **Add an Activity** window opens.

3. Enter a **Name** for the activity.
4. Optional: Enter a **Description**.

Add an Activity

Name: Algebra Quiz

Description: Algebra Quiz Chapt 10

Common Core/State Standards: + Add

[Check the standards that are taught in this activity](#)

Save Close

Create Activity

5. Optional: To attach academic standards to the activity:
 - a. In the **Common Core/State Standards** section, click **Add**.
 - b. On the **Add Standards** window, select the **Content Area** and **Grade** of the standard(s) you want to add.
 - c. In the list of standards that displays, select the check box next to each standard you want to add.
 - d. Click **Save**.

Add Standards

Content Area: OH: Mathematics - 2012 Extended
Grade: 09

1. Seeing Structure in Expressions. (09-12)	
2. Interpret expressions. (09-12)	<input checked="" type="checkbox"/>
3. Use factoring to create equivalent expressions. (09-12)	<input checked="" type="checkbox"/>
4. Interpret the structure of expressions. (09-12)	<input checked="" type="checkbox"/>
A.SSE.912.1a. Represent a real-world situation with an expression, both numeric and variable. (09-12)	<input type="checkbox"/>
A.SSE.912.1b. Represent a real-world situation with a numeric expression. (09-12)	<input type="checkbox"/>
A.SSE.912.1c. Represent a real-world situation with an expression using concrete objects. (09-12)	<input type="checkbox"/>
8. Write expressions in equivalent forms to solve problems. (09-12)	<input checked="" type="checkbox"/>
A.SSE.912.2a. Simplify and factor expressions involving variables (e.g., $2(x + 4) = 2x + 8$). (09-12)	<input checked="" type="checkbox"/>
A.SSE.912.2b. Identify the equivalent numeric expression (e.g., $7 + 5 = 5 + 7$). (09-12)	<input checked="" type="checkbox"/>

Save
Close

Add Standards

6. On the **Add an Activity** window, click **Save**.

Add an Activity

Name: Algebra Quiz

Description: Algebra Quiz Chapt 10

Common Core/State Standards: + Add

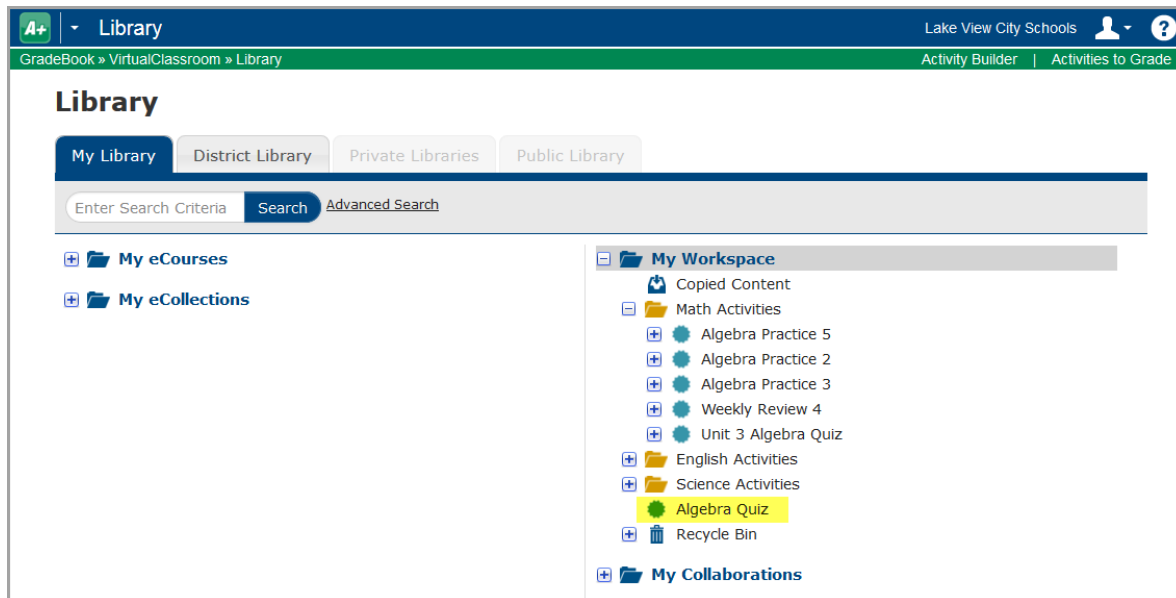
☒ OH.MATH.1. Number, Number Sense and Operations
☒ OH.MATH.1.A. Use scientific notation to express large numbers and numbers less than one.
☒ OH.MATH.1.C. Apply properties of operations and the real number system, and justify when they hold for a set...
☒ OH.MATH.1.D. Connect physical, verbal and symbolic representations of integers, rational numbers and irratio...
☒ OH.MATH.1.D.6. Number and Number Systems
☒ OH.MATH.1.D.6.1. Connect physical, verbal and symbolic representations of irrational numbers; e.g., construc...
☒ OH.MATH.1.D.8. Meaning of Operations

[Check the standards that are taught in this activity](#)

Save
Close

Activity with Standards

The activity now displays in the **My Workspace** section of the **Library** screen.



Activity Created

Note: Once you create the activity, you can start adding content to it, such as instructions, questions and reference material. See [“Add Content to Activities.”](#)

Add Content to Activities

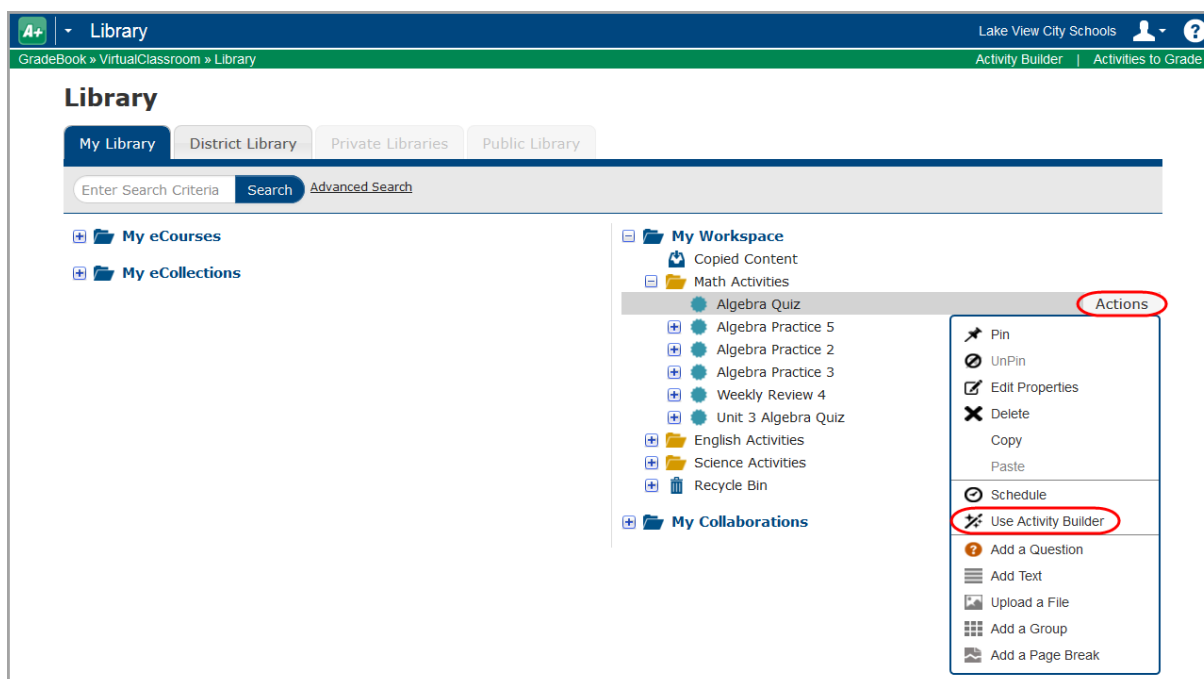
After you create a VirtualClassroom activity, you can begin adding content to it. Content can include instructions and reference material as well as questions and work for students to complete.

Note: If you have the Principal or Curriculum role in GradeBook, you can create content and share it with teachers. (You also have access to view a teacher’s library. For details, see *ProgressBook GradeBook Principal User Guide*.)


Note: At any time while you add content to an activity, if VirtualClassroom is enabled for your district, you can preview the activity as students will see it in ProgressBook. To do so, on the **Activity Builder** screen, near the top right, click the **Actions** button, and then select “View as Student.”

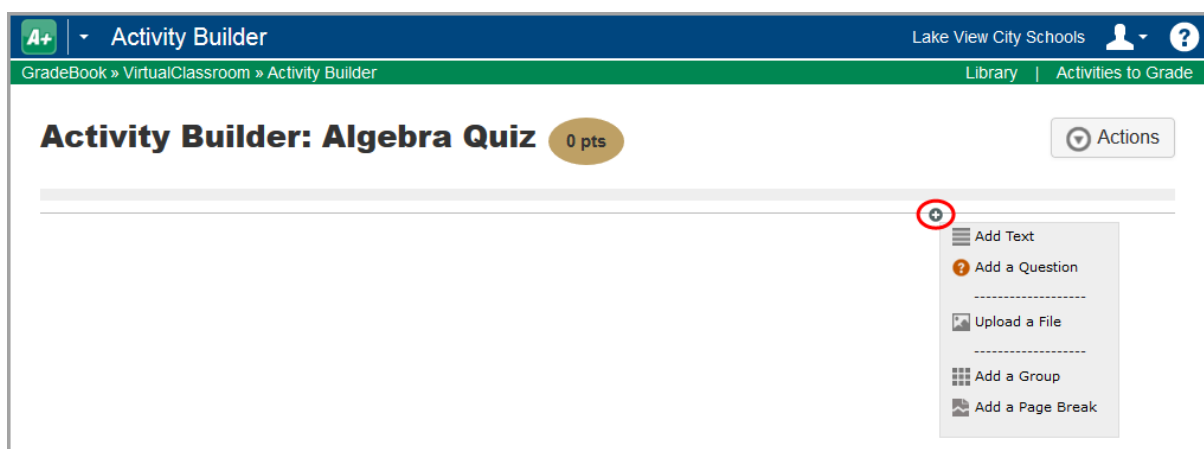
Add content to activities as follows:

1. On the **Library** screen **My Library** tab, hover over the activity until the **Actions** button displays.
2. Click **Actions**, and select “Use Activity Builder.”




Add Content to Activities

3. On the **Activity Builder** screen, click , and select one of the following options based on the type of content you want to add:
 - **Add Text** – Add ungraded items such as instructions, videos and images (See [“Add Text.”](#))
 - **Add a Question** – Add a multiple choice, true/false, fill in the blank, response, file upload, matching, or multiple choice with pictures type question for students to answer (See [“Add a Question.”](#))
 - **Upload a File** – Add a Word, PDF, PowerPoint or Excel file (See [“Upload a File.”](#))



Add Content

4. Create and save all content for the activity. The activity itself auto saves.

Note: You can use the rich text toolbar to format text, change colors or add links or video. For more information, see Knowledge Base Article #1947 and http://docs.cksource.com/CKEditor_3.x/Users_Guide. The toolbar includes a math equation editor (WIRIS™) represented by . For information about how to use the editor, go to <http://www.wiris.com/editor3/docs/manual>.

Note: For information on organizing content within an activity, such as reordering, grouping and chunking questions, see “Organize Activities.”

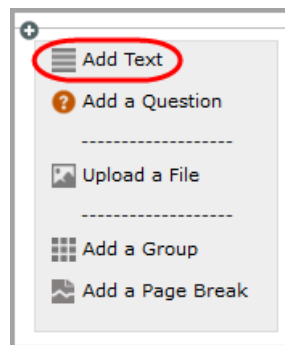
Add Text

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Add-Text>

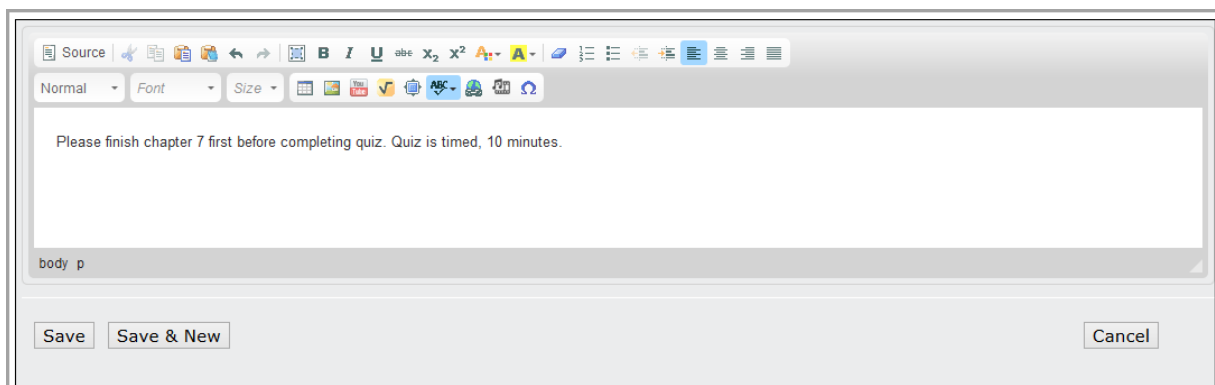
“Text” is any ungraded item, such as instructions to students about the activity and reference materials such as videos and images.

1. In the **Activity Builder** menu, select “Add Text.”



Add Text Option

2. Enter instructions for the activity and/or links to external content.
3. Click **Save**.



Add Text

Add a Question

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Add-Question>

Depending on the **Answer Format** of the question you are adding, you can make different selections. Refer to the following examples:

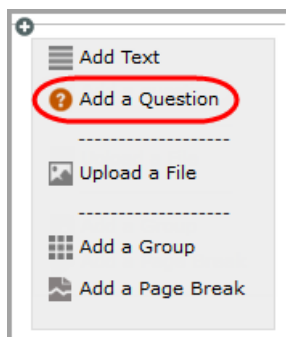
- “Multiple Choice”
- “True/False”
- “Fill in the Blank”
- “Response”
- “File Upload”
- “Matching”
- “Multiple Choice with Pictures”

Multiple Choice

Multiple choice questions offer one or more incorrect answer choices and only one correct choice.

Note: If you want to use pictures as answer choices for multiple choice questions, see “Multiple Choice with Pictures.”

1. In the **Activity Builder** menu, select “Add a Question.”



**Add a Question
Option**


2. Enter the question in the text box.
3. Optional: To upload a file containing information or instructions:
 - a. Below the text box, click **Add File**.
 - b. Navigate to and select the file to upload.
 - c. On the **Upload a File** window, click **Start**.

The name of the uploaded file displays as a link with **X** beside it. Click the link to open the file; click **X** to delete the file.

4. Choose an **Answer Format** of “Multiple Choice.”

Four response options—coded A, B, C, D—are provided by default.

5. Optional: If you want to code the possible answers differently, edit the **Code** field by entering your preferred codes.
6. Designate at least two response options as follows:
 - a. In the **Answer** column, enter the answer for each response option.
 - b. In the **Is Correct** column of the correct answer, select the radio button. (This is for your use or the auto grader's when grading the activity.)

Note: To add another response option, click **Add an Answer**. To delete a response option, click .

7. In the **Points** field, enter the point value of this question.
8. Optional: To associate academic standards with this question, in the **Common Core/State Standards** area:
 - If you added academic standards at the activity level, select the check box beside each standard that you want to associate with this specific question.
 - If you did not add standards at the activity level, or would like to add additional standards, you can add and select them from within the question. (For information on adding academic standards, see ["Create Activities."](#))

Note: Adding standards within a question also adds them to the entire activity.

9. Click **Save**. Or, to continue adding questions, click **Save & New**.

Source
Normal
Font
Size

$5 + 3 + 2 =$

body p

+ Add File

Answer Format:
☒ Multiple Choice
 ☐ True/False
 ☐ Fill in the Blank
 ☐ Response
 ☐ File Upload
 ☐ Matching
 ☐ Multiple Choice w/Pics

Code	Answer	Is Correct	Delete
A	5	<input type="radio"/>	
B	8	<input type="radio"/>	
C	7	<input type="radio"/>	
D	10	<input checked="" type="radio"/>	

Add an Answer

Points: 1

Common Core/State Standards: + Add

☐ OH.MATH.1. Number, Number Sense and Operations
 ☐ OH.MATH.1.A. Use scientific notation to express large numbers and numbers less than one.
 ☐ OH.MATH.1.C. Apply properties of operations and the real number system, and justify when they hold for a set of nu...
 ☐ OH.MATH.1.D. Connect physical, verbal and symbolic representations of integers, rational numbers and irrational nu...

[Check the standards that are taught in this question](#)

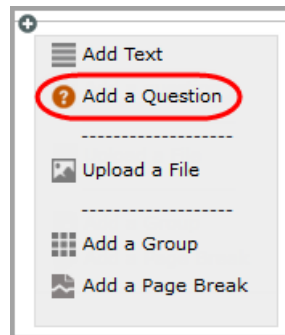
Save
Save & New
Cancel

Add Multiple Choice Question

True/False

True/False questions require students to decide between two possible answers, such as true vs. false or yes vs. no.

1. In the **Activity Builder** menu, select “Add a Question.”



Add a Question Option

2. Enter the question in the text box.
3. Optional: To upload a file containing information or instructions:
 - a. Below the text box, click **Add File**.
 - b. Navigate to and select the file to upload.
 - c. On the **Upload a File** window, click **Start**.

The name of the uploaded file displays as a link with **X** beside it. Click the link to open the file; click **X** to delete the file.

4. Choose an **Answer Format** of “True/False.”

Two response options – “True” and “False” – are provided by default.
5. Optional: If you want to use different response options, in the **Answer** column, enter each response option.
6. In the **Is Correct** column of the correct response option, select the radio button. (This is for your use or the auto grader’s when grading the activity.)
7. In the **Points** field, enter the point value of this question.
8. Optional: To associate academic standards with this question, in the **Common Core/State Standards** area:
 - If you added academic standards at the activity level, select the check box beside each standard that you want to associate with this specific question.
 - If you did not add standards at the activity level, or would like to add additional standards, you can add and select them from within the question. (For information on adding academic standards, see [“Create Activities.”](#))

Note: Adding standards within a question also adds them to the entire activity.

9. Click **Save**. Or, to continue adding questions, click **Save & New**.

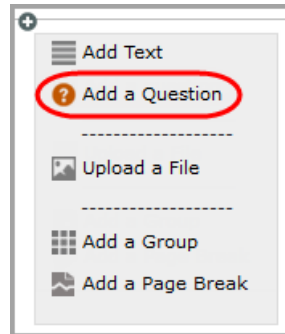
The screenshot shows a web-based question editor. At the top is a rich text editor toolbar with options like Source, Bold, Italic, Underline, and various alignment and list tools. Below the toolbar is a text area containing the equation $8 + 4 = 12$. Underneath the text area is a status bar showing 'body p'. Below the status bar is a '+ Add File' button. The 'Answer Format' section has radio buttons for Multiple Choice, True/False (selected), Fill in the Blank, Response, File Upload, Matching, and Multiple Choice w/Pics. The 'Answer' section has two rows: 'True' with a selected radio button, and 'False' with an unselected radio button. The 'Points' section has a text box with the value '1'. The 'Common Core/State Standards' section has a '+ Add' button and a list of standards: OH.MATH.1. Number, Number Sense and Operations (checked), OH.MATH.1.A. Use scientific notation to express large numbers and numbers less than one. (unchecked), OH.MATH.1.C. Apply properties of operations and the real number system, and justify when they hold for a set of nu... (unchecked), and OH.MATH.1.D. Connect physical, verbal and symbolic representations of integers, rational numbers and irrational nu... (checked). Below the standards list is a link: [Check the standards that are taught in this question](#). At the bottom are three buttons: 'Save', 'Save & New', and 'Cancel'.

Add True/False Question

Fill in the Blank

Fill in the blank questions require students to complete a sentence by filling in the correct word or phrase.

1. In the **Activity Builder** menu, select “Add a Question.”



Add a Question Option

2. Enter the question in the text box.
3. Optional: To upload a file containing information or instructions:
 - a. Below the text box, click **Add File**.
 - b. Navigate to and select the file to upload.
 - c. On the **Upload a File** window, click **Start**.

The name of the uploaded file displays as a link with **X** beside it. Click the link to open the file; click **X** to delete the file.
4. Choose an **Answer Format** of “Fill in the Blank.”
5. In the **Correct Answer** area, enter the correct response. (This is for your use or the auto grader’s, if an exact match, when grading the activity)
6. In the **Points** field, enter the point value of this question.
7. Optional: To associate academic standards with this question, in the **Common Core/State Standards** area:
 - If you added academic standards at the activity level, select the check box beside each standard that you want to associate with this specific question.
 - If you did not add standards at the activity level, or would like to add additional standards, you can add and select them from within the question. (For information on adding academic standards, see [“Create Activities.”](#))

Note: Adding standards within a question also adds them to the entire activity.

8. Click **Save**. Or, to continue adding questions, click **Save & New**.

The screenshot shows a web-based question editor. At the top is a rich text editor toolbar with options like Source, Bold, Italic, Underline, and various alignment and list tools. Below the toolbar is a text area containing the question: "If five apples are on an apple tree and three apples fall to the ground, then _____ apples remain on the apple tree." Below the text area is a button labeled "+ Add File".

Underneath is the "Answer Format" section with radio buttons for: Multiple Choice, True/False, **Fill in the Blank** (selected), Response, File Upload, and Matching. There is also an option for "Multiple Choice w/Pics".

Below that is the "Correct Answer:" section, which has its own rich text editor toolbar and a text area containing the word "two".

Next is the "Points:" section with a small input box containing the number "1".

Below that is the "Common Core/State Standards:" section with a "+ Add" button. It contains a list of standards with checkboxes:

- ☒ OH.MATH.1. Number, Number Sense and Operations
- ☐ OH.MATH.1.A. Use scientific notation to express large numbers and numbers less than one.
- ☐ OH.MATH.1.C. Apply properties of operations and the real number system, and justify when they hold for a set of nu...
- ☒ OH.MATH.1.D. Connect physical, verbal and symbolic representations of integers, rational numbers and irrational nu...

Below the standards list is a link: [Check the standards that are taught in this question](#).

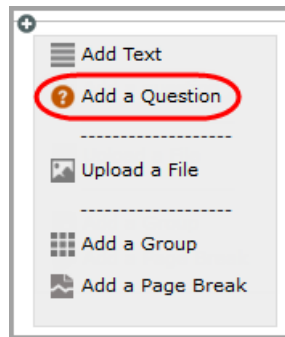
At the bottom are three buttons: "Save", "Save & New", and "Cancel".

Add Fill in the Blank Question

Response

Response questions require students to provide an open-ended response. They allow for a more extended response than other question types.

1. In the **Activity Builder** menu, select “Add a Question.”



Add a Question Option

2. Enter the question in the text box.
3. Optional: To upload a file containing information or instructions:
 - a. Below the text box, click **Add File**.
 - b. Navigate to and select the file to upload.
 - c. On the **Upload a File** window, click **Start**.

The name of the uploaded file displays as a link with **X** beside it. Click the link to open the file; click **X** to delete the file.
4. Choose an **Answer Format** of “Response.”
5. In the **Correct Answer Example** area, enter one or more examples of an acceptable response. (This is for your use when grading the activity.)
6. Optional: To allow students to upload a file containing their answer, select the **Allow students to upload content as an answer** check box.
7. Optional: To make the rich text toolbar available to students to use in their response, select the **Allow students to use the rich text tool to answer the question** check box.
8. In the **Points** field, enter the point value of this question.
9. Optional: To associate academic standards with this question, in the **Common Core/State Standards** area:
 - If you added academic standards at the activity level, select the check box beside each standard that you want to associate with this specific question.
 - If you did not add standards at the activity level, or would like to add additional standards, you can add and select them from within the question. (For information on adding academic standards, see [“Create Activities.”](#))

Note: Adding standards within a question also adds them to the entire activity.

10. Click **Save**. Or, to continue adding questions, click **Save & New**.

Source

B

I

U

abc

x_2

x^2

A₁

A

Normal

Font

Size

What is Algebra?

body p

+ Add File

Answer Format:
☐ Multiple Choice
 ☐ True/False
 ☐ Fill in the Blank
 ☒ Response
 ☐ File Upload
 ☐ Matching
 ☐ Multiple Choice w/Pics

Correct Answer Example:

Source

B

I

U

abc

x_2

x^2

A₁

A

Normal

Font

Size

mathematics using letters as symbols: the branch of mathematics in which symbols, usually letters of the alphabet, represent unknown numbers

body p

☒ Allow students to upload content as an answer
☒ Allow students to use the rich text tool to answer the question

Points:

Common Core/State Standards: + Add

☒ OH.MATH.1. Number, Number Sense and Operations
☐ OH.MATH.1.A. Use scientific notation to express large numbers and numbers less than one.
☐ OH.MATH.1.C. Apply properties of operations and the real number system, and justify when they hold for a set of nu...
☐ OH.MATH.1.D. Connect physical, verbal and symbolic representations of integers, rational numbers and irrational nu...

[Check the standards that are taught in this question](#)

Save

Save & New

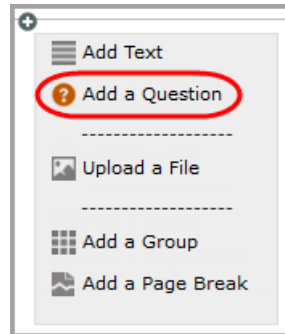
Cancel

Add Response Question

File Upload

File upload questions require students to provide their answer in a separate file that they upload to the activity.

1. In the **Activity Builder** menu, select “Add a Question.”



**Add a Question
Option**

2. Enter the question in the text box.
3. Optional: To upload a file containing information or instructions:
 - a. Below the text box, click **Add File**.
 - b. Navigate to and select the file to upload.
 - c. On the **Upload a File** window, click **Start**.

The name of the uploaded file displays as a link with **X** beside it. Click the link to open the file; click **X** to delete the file.
4. Choose an **Answer Format** of “File Upload.”
5. In the **Points** field, enter the point value of this question.
6. Optional: To associate academic standards with this question, in the **Common Core/State Standards** area:
 - If you added academic standards at the activity level, select the check box beside each standard that you want to associate with this specific question.
 - If you did not add standards at the activity level, or would like to add additional standards, you can add and select them from within the question. (For information on adding academic standards, see [“Create Activities.”](#))

Note: Adding standards within a question also adds them to the entire activity.

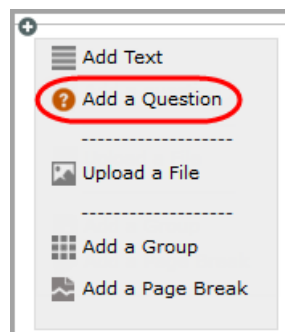
7. Click **Save**. Or, to continue adding questions, click **Save & New**.

Add File Upload Question

Matching

Matching questions require students to match items from one column with the corresponding item from the second column.



1. In the **Activity Builder** menu, select “Add a Question.”



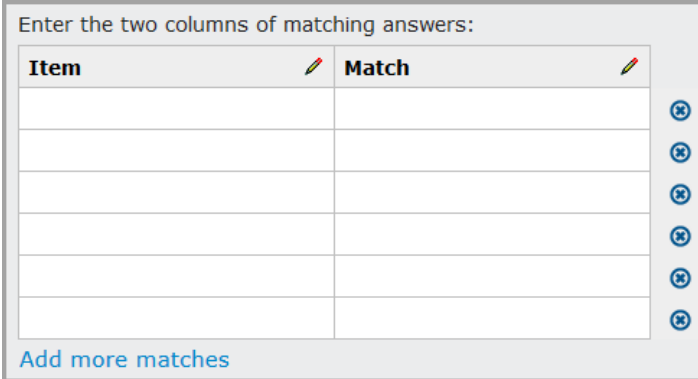
Add a Question Option

2. Enter the question (or instructions) in the text box.


3. Optional: To upload a file containing information or instructions:
 - a. Below the text box, click **Add File**.
 - b. Navigate to and select the file to upload.
 - c. On the **Upload a File** window, click **Start**.

The name of the uploaded file displays as a link with  beside it. Click the link to open the file; click  to delete the file.

4. Choose an **Answer Format** of “Matching.”
A grid with two columns and six blank rows displays.



Grid for Answer Format of “Matching”

5. Optional: If you want to change the standard **Item** and **Match** column headings, click  and edit the names.
6. In the left-hand column, enter at least two items to match, providing the correct responses in the corresponding row of the right-hand column.

Note: To add more rows to the grid, click **Add more matches**. To delete a row, click .

Note: Possible matches display for students in alphabetical order (text) or ascending order (numbers).

7. Optional: To allow students to earn partial credit on this question, select the **Allow partial credit** check box.
8. In the **Points** field, enter the point value of this question.
9. Optional: To associate academic standards with this question, in the **Common Core/State Standards** area:
 - If you added academic standards at the activity level, select the check box beside each standard that you want to associate with this specific question.
 - If you did not add standards at the activity level, or would like to add additional standards, you can add and select them from within the question. (For information on adding academic standards, see [“Create Activities.”](#))

Note: Adding standards within a question also adds them to the entire activity.

10. Click **Save**. Or, to continue adding matching questions, click **Save & New**.

Source
Normal
Font
Size

Match each equation with the correct result. For all equations, $x = 3$.

body p label

+ Add File

Answer Format:
☐ Multiple Choice
☐ True/False
☐ Fill in the Blank
☐ Response
☐ File Upload
☒ Matching
☐ Multiple Choice w/Pics

Enter the two columns of matching answers:

Equation	Result
$5(x - 3) =$	0
$6x - x =$	15
$12x + x =$	39
$2x =$	6
$12(x + x) =$	72
$5x - 3 =$	12

Add more matches

☒ Allow partial credit

Points: 6

Common Core/State Standards: + Add

☒ OH.MATH.1. Number, Number Sense and Operations
☐ OH.MATH.1.A. Use scientific notation to express large numbers and numbers less than one.
☐ OH.MATH.1.C. Apply properties of operations and the real number system, and justify when they hold for a set of nu...
☒ OH.MATH.1.D. Connect physical, verbal and symbolic representations of integers, rational numbers and irrational nu...

Check the standards that are taught in this question

Save Save & New Cancel

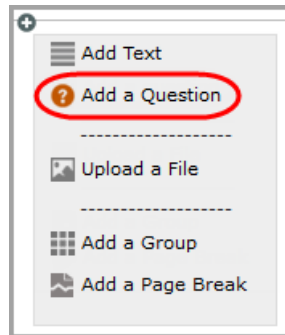
Add Matching Question

Multiple Choice with Pictures

Multiple choice with pictures questions offer one or more incorrect answer choices and only one correct choice. You upload pictures to represent the possible answer choices.

Note: If you want to use words or phrases as the answer choices (rather than pictures), see [“Multiple Choice.”](#)

1. In the **Activity Builder** menu, select “Add a Question.”



Add a Question Option


2. Enter the question in the text box.
3. Optional: To upload a file containing information or instructions:
 - a. Below the text box, click **Add File**.
 - b. Navigate to and select the file to upload.
 - c. On the **Upload a File** window, click **Start**.

The name of the uploaded file displays as a link with **X** beside it. Click the link to open the file; click **X** to delete the file.

4. Choose an **Answer Format** of “Multiple Choice w/Pics.”
Four response options—coded A, B, C, D—are provided by default.
5. Optional: If you want to code the possible answers differently, edit the **Code** field by entering your preferred codes.
6. Designate at least two response options as follows:
 - a. In the **Answer** column, upload possible answers as follows:
 - i. Click **Add File**.
 - ii. Navigate to and select the file to upload.
 - iii. On the **Upload a File** window, click **Start**.

The picture displays in the **Answer** column.

- b. In the **Is Correct** column of the correct answer, select the radio button. (This is for your use or the auto grader’s when grading the activity.)

Note: To add another response option, click **Add an Answer**. To delete a response option, click .

7. In the **Points** field, enter the point value of this question.
8. Optional: To associate academic standards with this question, in the **Common Core/State Standards** area:
 - If you added academic standards at the activity level, select the check box beside each standard that you want to associate with this specific question.
 - If you did not add standards at the activity level, or would like to add additional standards, you can add and select them from within the question. (For information on adding academic standards, see [“Create Activities.”](#))

Note: Adding standards within a question also adds them to the entire activity.








9. Click **Save**. Or, to continue adding questions, click **Save & New**.

Which of the pictured items is a hexagon?

body p

+ Add File

Answer Format: ☐ Multiple Choice ☐ True/False ☐ Fill in the Blank ☐ Response ☐ File Upload ☐ Matching ☒ Multiple Choice w/Pics

Code	Answer	Is Correct	Delete
A		<input type="radio"/>	
B		<input type="radio"/>	
C		<input checked="" type="radio"/>	
D	+ Add File	<input type="radio"/>	

[Add an Answer](#)

Points: 2

Common Core/State Standards: + Add

- ☒ CC.MATH.4.G.62. Draw and identify lines and angles, and classify shapes by properties of their lines and angles.
- ☐ CC.MATH.4.G.62.2. Classify two-dimensional figures based on the presence or absence of parallel or perpendicular lines, ...
- ☐ CC.MATH.4.G.62.3. Recognize a line of symmetry for a two-dimensional figure as a line across the figure such that the fi...

[Check the standards that are taught in this question](#)

Save Save & New Cancel

Add Multiple Choice with Pictures Question

Upload a File

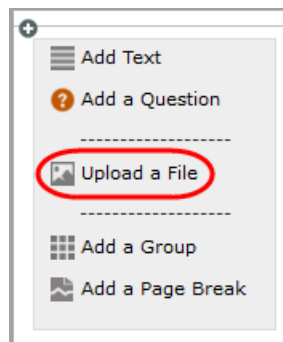
To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Upload-File>

You can upload a Word, PDF, PowerPoint or Excel file for students to use when completing the activity.

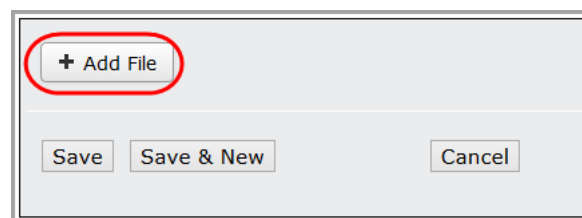
Note: You can also upload a file at the question level. (See “Add a Question.”)

1. In the **Activity Builder** menu, select “Upload a File.”



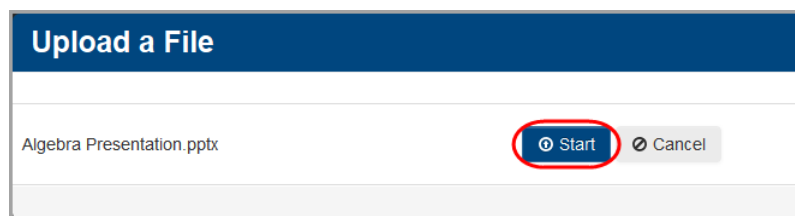
Upload a File Option

2. Click **Add File**.



Upload a File

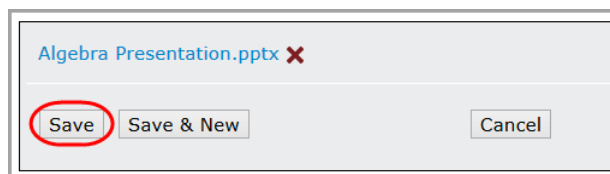
3. Navigate to and select the file to upload.
4. On the **Upload a File** window, click **Start**.



Start File Upload

The name of the uploaded file displays as a link with **✖** beside it. Click the link to open the file; click **✖** to delete the file.

- Click **Save**. Or, to continue uploading files, click **Save & New**.



Save Uploaded File

Organize Activities

There are several ways you can organize the content within your activities. Refer to the appropriate section as follows:

- [“Create Groups”](#)
- [“Add Page Breaks”](#)
- [“Reorder Questions”](#)

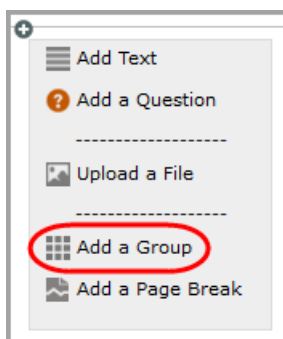
Create Groups

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Add-Group>

You can create groups to keep certain text and questions together in the same section even if you choose to scramble questions.



- In the row of the content after which you want to add a group, click **+**.
- Select “Add a Group.”



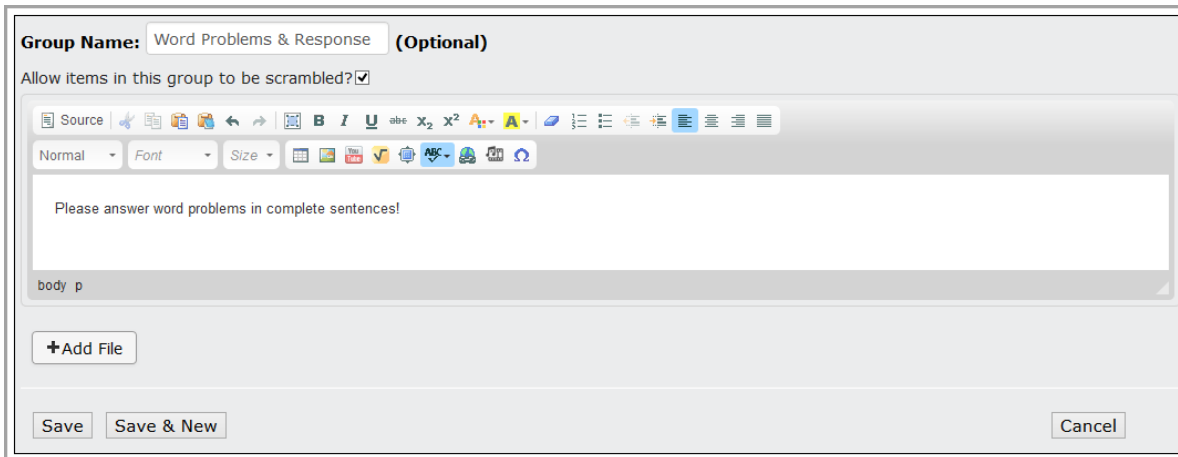
Add a Group Option

- Optional: In the **Group Name** field, enter a name for the group.
- Optional: If you want questions within the group to be scrambled so that students do not all see them in the same order, select the **Allow items in this group to be scrambled?** check box.


5. Enter any instructions or information for your students in the text box.
6. Optional: To upload a file containing information or instructions:
 - a. Below the text box, click **Add File**.
 - b. Navigate to and select the file to upload.
 - c. On the **Upload a File** window, click **Start**.

The name of the uploaded file displays as a link with  beside it. Click the link to open the file; click  to delete the file.

7. Click **Save**.




Create Groups

8. Add questions to the group using one or both of the following methods:
 - To add a new question to the group:
 - i. Within the group, click .
 - ii. Select "Add a Question."
 - iii. Create the question. (See ["Add a Question."](#))



Add New Question to Group

- To move an existing question into the group:
 - i. Hover over the question until icons display on the right side of the screen.

- ii. Click and hold .

2) Five apples are on an apple tree. Three apples fall to the ground. How many apples remain on the apple tree? _____ Answer: 2 Apples Remain	Points: 1 Format: Fill in the Blank Standards: <input checked="" type="checkbox"/>
---	--

Move Question

- iii. Drag and drop the question into the group.

Note: For more information on moving and reordering content, see [“Reorder Questions.”](#)

Word Problems & Response	
Please answer word problems in complete sentences!	
1) What is Algebra? Answer: mathematics using letters as symbols: the branch of mathematics in which symbols, usually letters of the alphabet, represent unknown numbers study of mathematical structures: the study of structures in mathematics such as groups, rings, fields, and categories	Points: 1 Format: Response Standards: <input checked="" type="checkbox"/>
2) Five apples are on an apple tree. Three apples fall to the ground. How many apples remain on the apple tree? _____ Answer: 2 Apples Remain	Points: 1 Format: Fill in the Blank Standards: <input checked="" type="checkbox"/>


Questions Added to Group

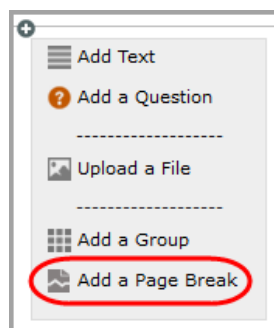
Add Page Breaks

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Add-Page-Break>

You can “chunk” your content into pages by adding page breaks. In this way you can control how many questions display to students at once.

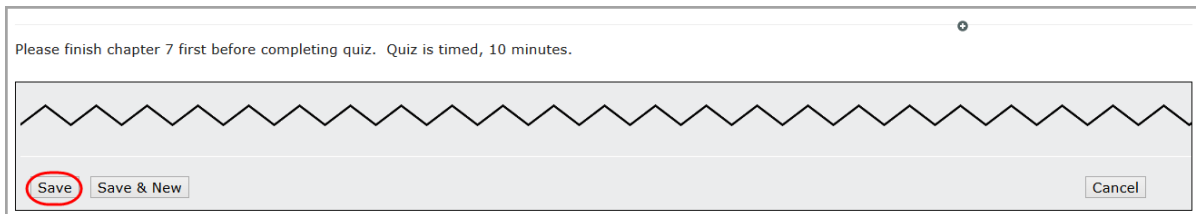
1. In the row of the content after which you want to add a page break, click .
2. Select “Add a Page Break.”



Add a Page Break Option

The following page break symbol displays in the area of your proposed page break.

3. Click **Save**.



Please finish chapter 7 first before completing quiz. Quiz is timed, 10 minutes.

The interface shows a wavy line representing a page break. Below it, there are three buttons: 'Save' (circled in red), 'Save & New', and 'Cancel'.

Add Page Break


Reorder Questions

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Reorder-Questions>

You can reorder questions in an activity to change the sequence in which they display.

Note: You can also use these steps to reorder other types of content within an activity.

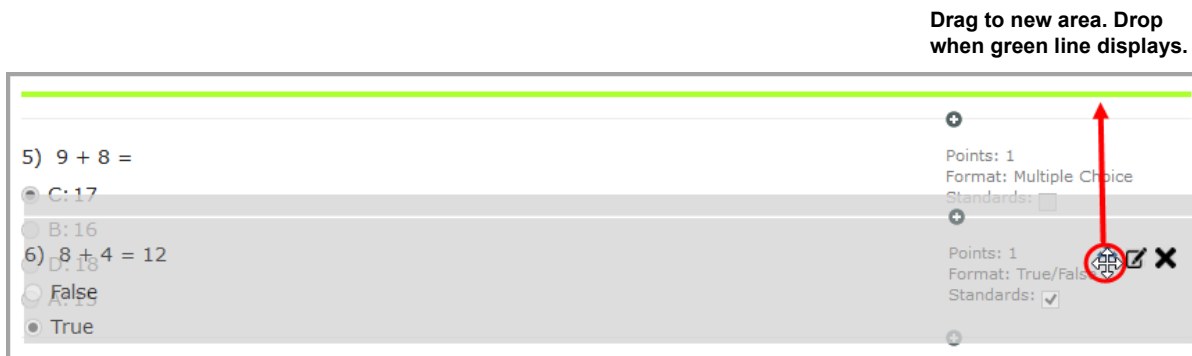
1. Hover over the question you want to reorder until icons display on the right side of the screen.
2. Click and hold .



The interface shows two questions. The first question is "5) 9 + 8 =" with multiple choice options C: 17, B: 16, D: 18, and A: 15. The second question is "6) 8 + 4 = 12" with True/False options. The second question is highlighted, and a reorder icon (blue plus sign with a crosshair) is visible on the right side of the question area. Other icons like a checkmark and an X are also present.

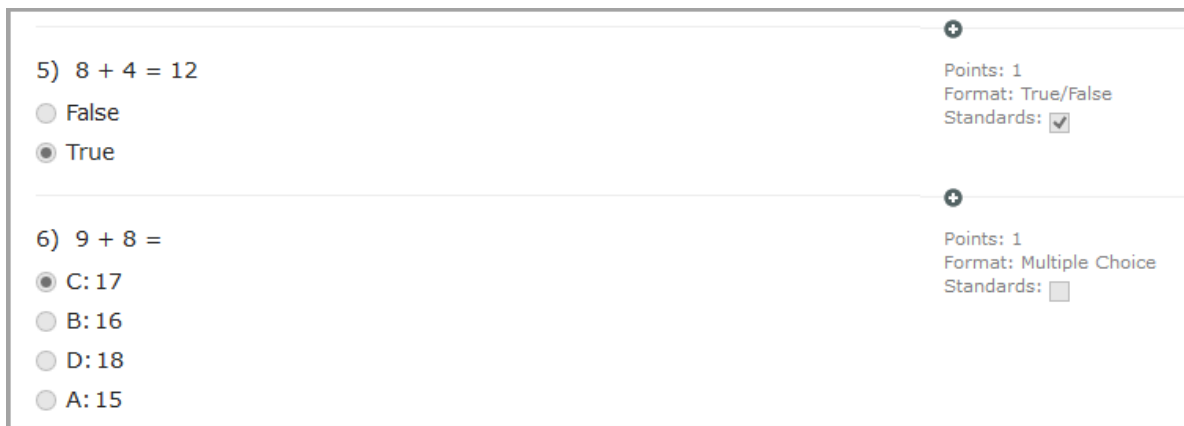
Reorder Questions

3. Drag the question to the area where you want to move it until a green line displays.
4. Drop the question in that location.



Drag and Drop Question

The questions display in the newly selected order.



Questions Reordered

Edit Questions

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Edit-Questions>

You can edit questions in your activities.

Note: You can also use these steps to edit other types of content within an activity.

1. In the **Activity Builder**, hover over the question you want to edit until icons display on the right side of the screen.

Activities

2. Click .

3) $3 + \underline{\quad} = 5$
Answer: 2

























































Points: 1
Format: Fill in the Blank
Standards: ☐



Edit Questions

3. Make any desired changes.
4. Click **Save**.

Source



Normal

Font

Size

1 + 3 + = 5

body p

























































+ Add File

Answer Format:

☐ Multiple Choice ☐ True/False ☒ Fill in the Blank ☐ Response ☐ File Upload ☐ Matching ☐ Multiple Choice w/Pics

Correct Answer:

Source



Normal

Font

Size

1

body p

Edit Question

Delete Questions

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Delete-Questions>

You can delete questions from your activities.

Note: You can also use these steps to delete other types of content within an activity.

1. In the **Activity Builder**, hover over the question you want to delete until icons display on the right side of the screen.

30

ProgressBook VirtualClassroom Teacher Guide

2. Click **X**.

1) Write and upload a 2-paragraph essay on the origins of algebra in .doc or .docx format.

Points: 1
Format: File Upload
Standards: ☒

+ ☒ **X**

Delete Questions

3. On the confirmation window, click **Delete**.

Schedule and Link Activities to Assignments

You can link an activity to one or more of your existing assignments in GradeBook and schedule the time for students to work on the activity in ProgressBook.

Refer to the appropriate section as follows:

- To link an activity to an assignment from within GradeBook, see [“Link and Schedule Activities from GradeBook.”](#)
- To link an activity to an assignment from within VirtualClassroom, see [“Link and Schedule Activities from VirtualClassroom.”](#)
- To view the activities you have linked to assignments, see [“View Linked Activities.”](#)

Link and Schedule Activities from GradeBook

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Link-GradeBook-Activity>

1. On the **Class Dashboard**, click an assignment to which you want to link an activity.

Class Dashboard				
Grading Period: Q4				
Assignments	Float Assign.	Lessons	Activities	
5/31 QZ	Chapter 10 & 11 Quiz		? W	
5/24 QZ	Chapter 11 Quiz		? W	
5/16 ExCr	Chapter 11 Extra Credit		? W	
5/16 HW	Chapter 11 Worksheet		X W	
5/3 HW	Page 410 - odd problems		? W	
4/26 QZ	Chapter 10 Quiz		X W	
4/19 HW	Page 401 - odd problems		? W	
4/18 HW	Chapter 10 Worksheet		? W	
3/29 QZ	Chapter 7 & 8 Quiz		? W	
3/25 HW	Mean-Median-Mode		X W	
3/23 QZ	Chapter 8 Quiz		? W	
3/22 ExCr	Chapter 8 Extra Credit		? W	

Select Assignment to Link Activity

The **Assignment Marks** screen displays.

- Click the **Main** tab.

Student	Mark	Missing	Late	Exclude?	Comments
Boop, Beatrice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Boop, Betty		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jenkins, Christian		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jenne, Gabrielle		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jenson, Jacqueline		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jesensek, Joana		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jesse, Alexis		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Assignment Marks Screen

The **Assignment Details** screen displays.

- Select the **VirtualClassroom Activity?** check box.

Assignment Details

Description: Mean-Median-Mode

Assignment Type: Homework

Assigned Date: 03/18/2014

Points: 0

Sequence:

Due Date: 03/25/2014

Weight: 1

Setup as a floating assignment?: ☐

Exclude from student averages?: ☐

Post to the homework web page?: ☒

Post the marks to the web?: ☒

Add this assignment to the assignment bank?: ☐

VirtualClassroom Activity?: ☒

Share this assignment with the following classes: (Only classes that share assignment types can share assignments.)

☐ English Gr 11: 01

Select All De-Select All

Save

Assignment Details Screen

A new section opens in which you can specify details about the activity you want to link to this assignment.

- Choose one of the following options:
 - If you have already created the activity you want to link:
 - Click **Select Activity**.

Setup as a floating assignment?: ☐

Exclude from student averages?: ☐

Post to the homework web page?: ☒

Post the marks to the web?: ☒

Add this assignment to the assignment bank?: ☐

VirtualClassroom Activity?: ☒

Activity:

Allow students to work on the activity from: to

Allow students to view their answers? ☐

Auto-grade? ☐

Scramble the questions? ☐

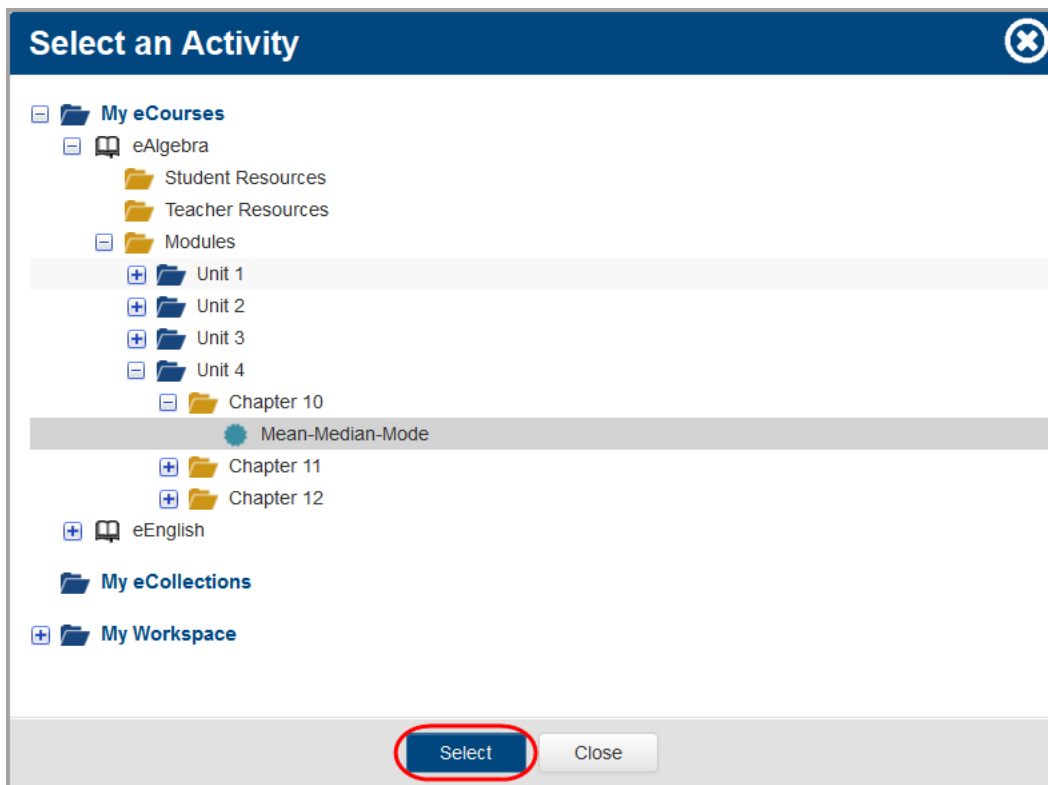
Select Activity

Add Activity

View in Activity Builder

Select Activity

- ii. On the **Select an Activity** window, select the activity.
- iii. Click **Select**.



Select an Activity

- If you have not yet created the activity you want to link, click **Add Activity** and create the new activity.

Note: The **Name** field on the **Add an Activity** window defaults to the text that you entered in the **Description** field on the **Assignment Details** screen. For more information on creating activities, see [“Create Activities.”](#)

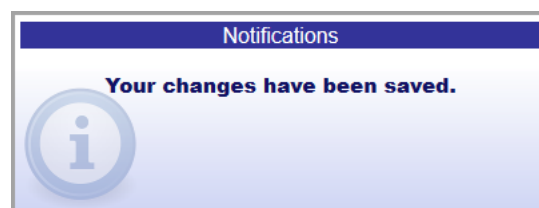
Add Activity

The activity is now linked to the GradeBook assignment and displays in the **Activity** field on the **Assignment Details** screen.

5. In the **Allow students to work on the activity from** field, enter or select the date and time when students can begin working on the activity.
6. Optional: Specify details about the activity using any or all of the following options:
 - To set an end date and time when students can no longer work on the activity, in the **(Allow students to work on the activity) to** field, enter or select the date and time. (For example, you might allow two days for students to complete online homework but a period of only 45 minutes on a specific date and time for students to complete an online test.)
 - To allow students to view their answers after they submit the activity to be graded, select the **Allow students to view their answers?** check box.
 - If you want VirtualClassroom to auto grade true/false, multiple choice, matching, fill in the blank (exact match), and multiple choice with pictures type questions, select the **Auto-grade?** check box.
 - To scramble questions within the activity so that students do not all see the questions in the same order, select the **Scramble the questions?** check box.
7. Click **Save**.

Specify Activity Details

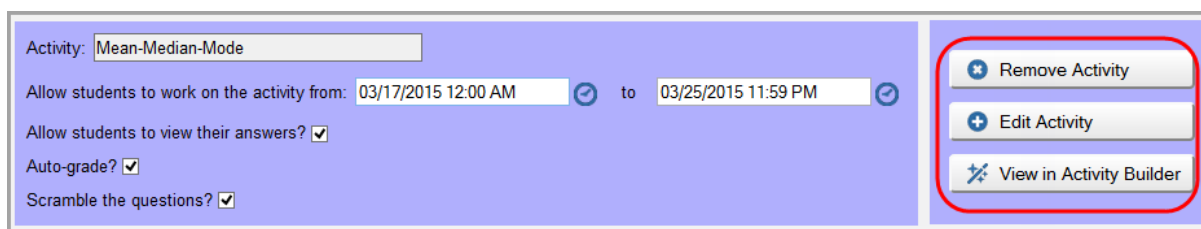
A **Notifications** message displays briefly to confirm that your changes are saved.



Save Confirmation

8. Optional: To view, edit or remove (unlink) the activity, click the appropriate button.

Note: Once any student begins the activity, these buttons are disabled.



Activity:

Allow students to work on the activity from: to

Allow students to view their answers? ☒

Auto-grade? ☒

Scramble the questions? ☒

Remove Activity

Edit Activity

View in Activity Builder

Activity Options

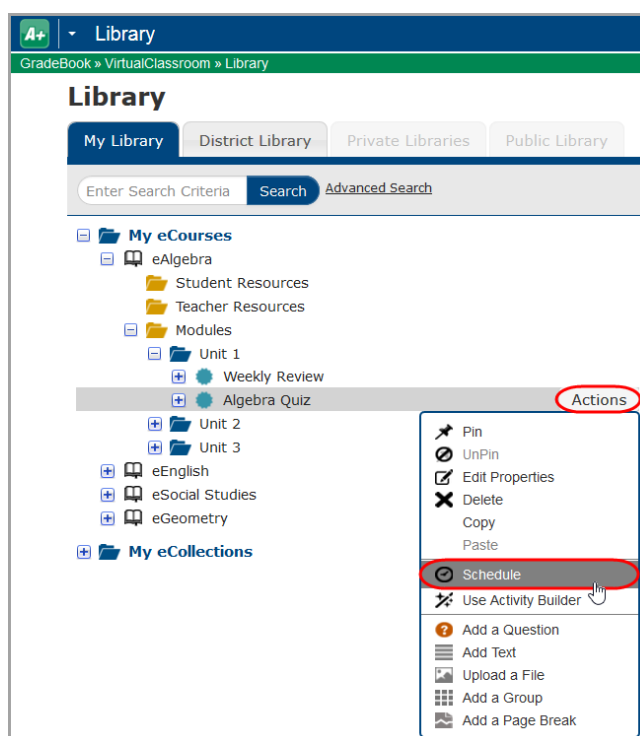
Note: To view the activity linked to the assignment on the **Class Dashboard**, see [“View Linked Activities.”](#)

Link and Schedule Activities from VirtualClassroom

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Link-VirtualClassroom-Activity>

1. On the **Library** screen **My Library** tab, hover over the activity you want to schedule until the **Actions** button displays.
2. Click **Actions**, and select “Schedule.”



Select Activity to Link

3. On the scheduling window that opens, select or create an assignment to which to link this activity:
 - i. To link to an existing assignment, in the **Select an Assignment** drop-down lists, select an existing course, grading period and assignment.
 - ii. To create a new assignment, click **Add an Assignment**.

Link activity to existing assignment. Create new assignment and link activity to it.

Weekly Review 3

Choose an existing assignment -or- Add a new assignment

Select an Assignment:

ALGEBRA 2 ▾ 2ND QUAF ▾ Weekly Review 3 ▾ or + Add an Assignment

Assignment Details

Title: Weekly Review 3

Assignment Type: Homework ▾ Sequence:

Date Assigned: 01/15/2015 Date Due: 01/16/2015

Points: 25 Weight: 1

Classes

ALGEBRA 2 HONORS01 ▾

Students

☒ Addis, Thomas
☒ Adler, Hana
☒ Aguilar, Lauren
☒ Cabuk, Hilary
☒ Diaconu, Adam

☒ Select All
☒ Clear

Options

☒ Post marks to the web ☒ Add to the assignment bank
☒ Post to the Student Planner ☐ Self-paced (floating) assignment
☐ Exclude from student averages ☒ VirtualClassroom activity

VirtualClassroom Activity Options

Allow students to work on the activity from: 01/15/2015 12:00 AM to 01/16/2015 11:59 PM

☒ Allow students to view their answers
☒ Auto-grade
☒ Scramble the Questions

Common Core/State Standards: + Add

Note: These standards are associated with the assignment, not the activity.

Save
Close

Link Activity to Assignment

- In the **Assignment Details** section, confirm or update the assignment details. (For more information on these fields, see *ProgressBook GradeBook Teacher Guide*.)

Note: Generally, the total point value of the activity should match the point value of the assignment. However, you can make the assignment worth fewer points than the activity if you want to let students earn extra credit.

5. In the **Classes** section drop-down list, select the class(es) for which you want to schedule this activity.
6. In the **Students** section, select the student(s) to whom you want to assign this activity.
7. In the **Options** section, confirm or update the assignment options. (For more information on these options, see *ProgressBook GradeBook Teacher Guide*.)
8. In the **VirtualClassroom Activity Options** section, in the **Allow students to work on the activity from** field, enter or select the date and time when students can begin working on the activity.
9. Optional: Specify details about the activity using any or all of the following options:
 - To set an end date and time when students can no longer work on the activity, in the **(Allow students to work on the activity) to** field, enter or select the date and time. (For example, you might allow two days for students to complete online homework but a period of only 45 minutes on a specific date and time for students to complete an online test.)
 - To allow students to view their answers after they submit the activity to be graded, select the **Allow students to view their answers?** check box.
 - If you want VirtualClassroom to auto grade true/false, multiple choice, matching, fill in the blank (exact match), and multiple choice with pictures type questions, select the **Auto-grade?** check box.
 - To scramble questions within the activity so that students do not all see the questions in the same order, select the **Scramble the questions?** check box.
10. Optional: Attach standards to the activity.

Note: For information on attaching standards, see [“Create Activities.”](#)

11. Click **Save**.

The scheduling window displays the scheduled activity.

12. Optional: On this window, you can edit the activity, unschedule it or schedule it for additional classes using the options shown.

Weekly Review 3

Class	Assignment	Start	End	Actions
ALGEBRA 2 HONORS01	Weekly Review 3	1/15/2015 12:00:00 AM	1/16/2015 11:59:00 PM	Actions Edit Unschedule

Edit or unschedule the activity.

Schedule the activity for additional classes.

Schedule Additional Classes **Close**

Activity Scheduled



Note: To view the activity linked to the assignment on the **Class Dashboard**, see [“View Linked Activities.”](#)

View Linked Activities

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/View-Linked-Activities>

1. On the **Class Dashboard** screen **Assignments** tab, note the  icon beside any assignment, indicating it has a VirtualClassroom activity linked to it.

Class Dashboard				
Grading Period: Q4 ▼				
Assignments	Float Assign.	Lessons	Activities	
5/31	QZ	Chapter 10 & 11 Quiz		? W
5/24	QZ	Chapter 11 Quiz		? W
5/16	ExCr	Chapter 11 Extra Credit		? W
4/26	QZ	Chapter 10 Quiz		x W
3/29	QZ	Chapter 7 & 8 Quiz		? W
3/25	HW	Mean-Median-Mode		x W
3/23	QZ	Chapter 8 Quiz		? W
3/22	ExCr	Chapter 8 Extra Credit		

Activity Linked to Assignment

2. Click the **Activities** tab, and review the status of all activities and your students' progress in completing them in the following columns:


- **View** – Indicates whether you have allowed students to view their answers after submitting the activity for grading:



– Students can view their answers.











– Students cannot view their answers.

-  – Number of students who have not completed the activity

Note: To see which students have not completed the activity, hover over the number to display a list of student names.

-  – Number of students who have submitted the activity for grading

Class Dashboard				
Grading Period: Q4 ▼				
Assignments	Float Assign.	Lessons	Activities	
Start	End	Activity	View	 
3/16	3/25	Mean-Median-Mode		19 3
3/16	3/25	Introduction to Probability		1 22
3/16	3/25	Naming Polynomials		22 1
3/16	3/25	Order of Operation		22 1
3/16	3/17	Test VC		22 1
3/14		Chapter 10 and 11 Quiz		22 1

Status of Activities

Library

The VirtualClassroom **Library** is an area to create activities and other materials and organize them in a way that you can easily reuse them.

Note: *Currently, only the personal library (**My Library** tab) and **District Library** are functional. In upcoming releases, the **Private Libraries** and **Public Library** will be available to let you purchase content and share content with educators outside of your district.*

- For information on the layout of your personal library, see [“Understand My Library.”](#)
- For information on creating activities and content, see [“Activities.”](#)
- To create areas to store activities and resources for your classes, see [“Create eCourses.”](#)
- To create areas to store additional materials, see [“Create eCollections.”](#)
- To work with other teachers to create and share activities, see [“Collaborate with Other Teachers.”](#)
- To find an activity or topic in your library, see [“Search My Library.”](#)
- To organize and maintain your library content, see [“Organize My Library.”](#)
- To share content with others in your district, see [“Share Content with Others in Your District.”](#)
- To search for content shared by others in your district, see [“Search for Shared District Content.”](#)
- To copy content shared by others in your district, see [“Evaluate and Copy Shared District Content.”](#)

Understand My Library

On the **Library** screen **My Library** tab, you can use the following areas to store and organize your content:

- **My eCourses** – Activities that you are ready to use; grouped into courses for reuse in future classes (See [“Create eCourses.”](#))
- **My eCollections** – Additional teaching and reference materials or documentation (See [“Create eCollections.”](#))
- **My Workspace** – Activities you are currently developing (See [“Create Activities.”](#))
- **My Collaborations** – Activities you are developing with other staff members (See [“Collaborate with Other Teachers.”](#))

Library

My Library | District Library | Private Libraries | Public Library

Enter Search Criteria [Advanced Search](#)

My eCourses

- eAlgebra
 - Student Resources
 - Teacher Resources
 - Modules
 - Unit 1
 - Algebra Practice 1
 - Algebra Practice 2
 - Weekly Review
 - Unit 1 Algebra Quiz
 - Unit 2
 - Unit 3
- eEnglish
- eSocial Studies
- eGeometry

My eCollections

- Supplemental Math Materials
- Multiplication
 - Multiplication Table.pdf

My Workspace

- Copied Content
- State Capitals Quiz
- Math Activities
 - Algebra Quiz
 - Algebra Practice 3
 - Weekly Review 4
 - Unit 3 Algebra Quiz
 - Geometry Practice
- English Activities
- Recycle Bin

My Collaborations

- eEnglish (Honors 10)
 - Student Resources
 - Teacher Resources
 - Modules
 - Comprehension
 - Grammar
 - Spelling
 - Vocabulary

My Library

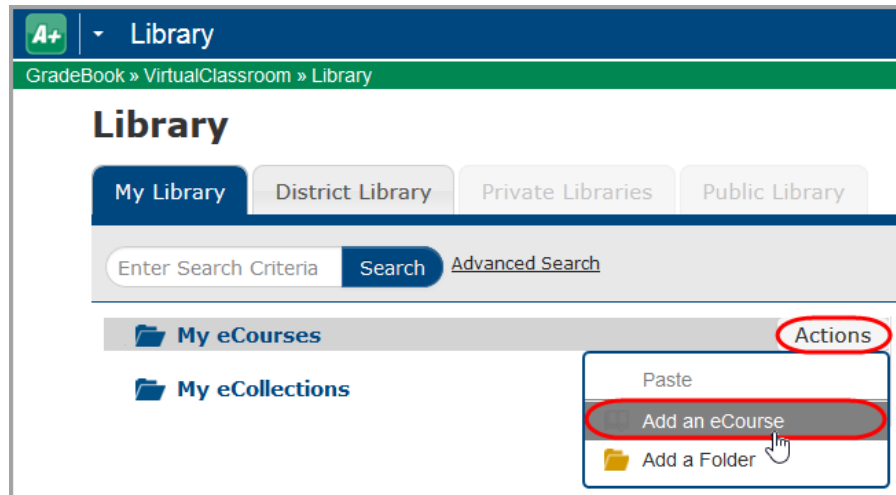
Create eCourses

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Create-eCourses>

You can create eCourses to store activities that you are ready to use and want to group together for a specific course.

1. Hover over the **My eCourses** section until the **Actions** button displays.
2. Click **Actions**, and select "Add an eCourse."



Create eCourses

The **Add an eCourse** window opens.

3. Enter a **Name** for the eCourse.
4. Optional: Enter a **Description**.
5. Optional: Attach standards to the eCourse.

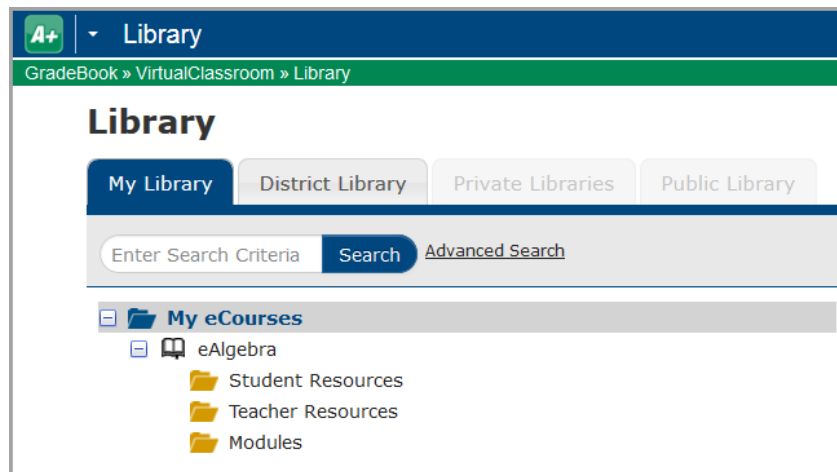
Note: For information on attaching standards to content, see [“Create Activities.”](#)

6. Click **Save**.

 The screenshot shows the 'Add an eCourse' window. It has a blue title bar with the text 'Add an eCourse' and a close button (X) on the right. The window contains three main sections. The first section is 'Name:' with a text input field containing 'eAlgebra'. The second section is 'Description:' with a larger text area containing 'eCourse for Algebra 2'. The third section is 'Common Core/State Standards:' with a '+ Add' button and a list box below it. Below the list box is a blue link that says 'Check the standards that are taught in this eCourse'. At the bottom of the window are two buttons: 'Save' and 'Close'.

Create eCourse

The eCourse now displays in the **My eCourses** section of **My Library** with several default folders.



eCourse Created

Note: Once you create the eCourse, you can start adding content to it by creating modules (units) and uploading files. You can also drag and drop content from other sections, such as **My Workspace**. (See “[Organize My Library](#).”)

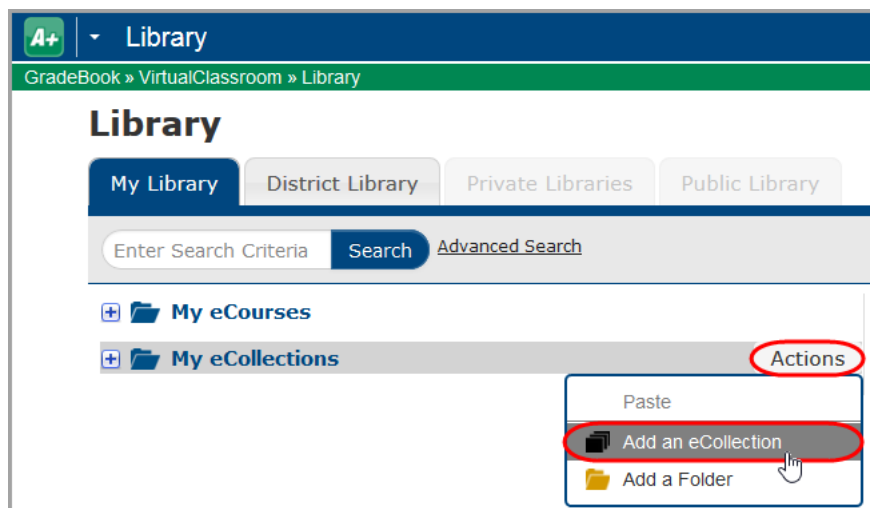
Create eCollections

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Create-eCollections>

You can create eCollections to store additional teaching and reference materials or documentation that you do not want grouped in an eCourse.

1. Hover over the **My eCollections** section until the **Actions** button displays.
2. Click **Actions**, and select “Add an eCollection.”



Create eCollections

The **Add an eCollection** window opens.

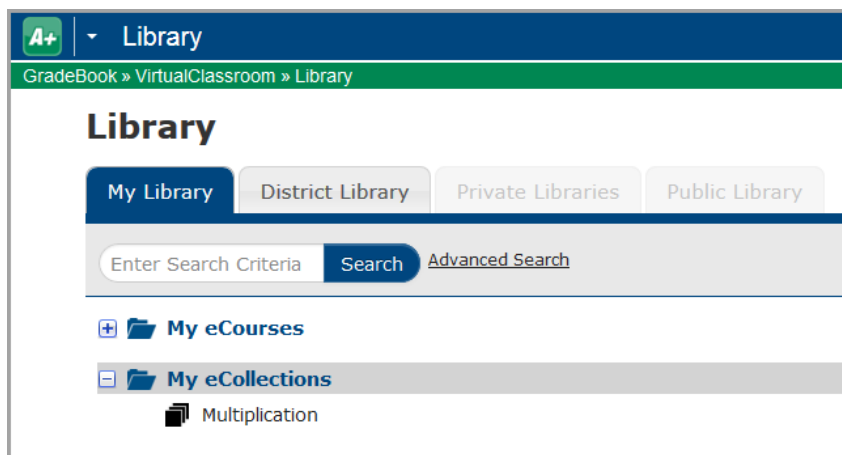
3. Enter a **Name** for the eCollection.
4. Optional: Enter a **Description**.
5. Optional: Attach standards to the eCollection.

Note: For information on attaching standards to content, see [“Create Activities.”](#)

6. Click **Save**.

Create eCollection

The eCollection now displays in the **My eCollections** section of **My Library**.



eCollection Created

Note: Once you create the eCollection, you can start adding content to it by creating modules (units), adding questions and activities and uploading files. You can also drag and drop content from other sections, such as **My Workspace**. (See [“Organize My Library.”](#))

Collaborate with Other Teachers

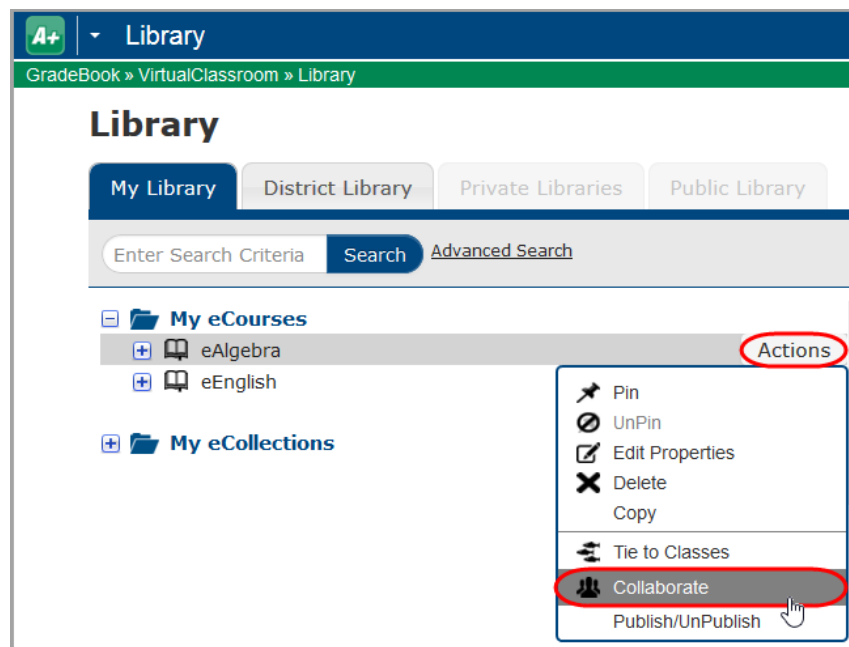
To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Collaborate-with-Teachers>

You can work together with other teachers (as well as principals and curriculum directors) to create and share eCourses and eCollections. For example, you might want to write the content for one chapter while other staff members write the other chapters.

Note: While you are collaborating on an item, it is not available for you to link to an assignment or schedule for students to work on.

1. Hover over the eCourse or eCollection on which you want to collaborate until the **Actions** button displays.
2. Click **Actions**, and select “Collaborate.”



Collaborate

The **Collaborators** window opens with your name displayed as the owner of the collaboration.


3. On the line(s) beneath your name, type at least the first three letters of the last name of each of your co-author(s) until they display in a list.
4. Select one name on each line.
5. Click **Save**.

eAlgebra Collaborators
✕

Name	AccessLevel	Action
Teacher10, Mr. Anthony	Owner	
Teacher1, Miss Janet	Co-Author	<button>Delete</button>
teacher20		
Teacher20, Mr. Bill		
Teacher200, Mr. Mike		
Teacher201, Mrs. Judy		
Teacher202, Ms. Aaron		
Teacher203, Mrs. Abbey		
Teacher204, Ms. Abigail		
Teacher205, Mr. Smith		
Teacher206, Mr. John		
Teacher207, Mrs. Ada		
Teacher208, Ms. Adelle		
Teacher209, Mrs. Adrienne		

Save
Close

Add Collaborators

Since you are the main author of the collaboration, the eCourse or eCollection displays to you in its original location with  to indicate it is in collaboration.

A+
Library

GradeBook » VirtualClassroom » Library

Library

My Library
District Library
Private Libraries
Public Library

Search
[Advanced Search](#)

My eCourses

eAlgebra


Student Resources

Teacher Resources

Modules

eEnglish

My eCollections



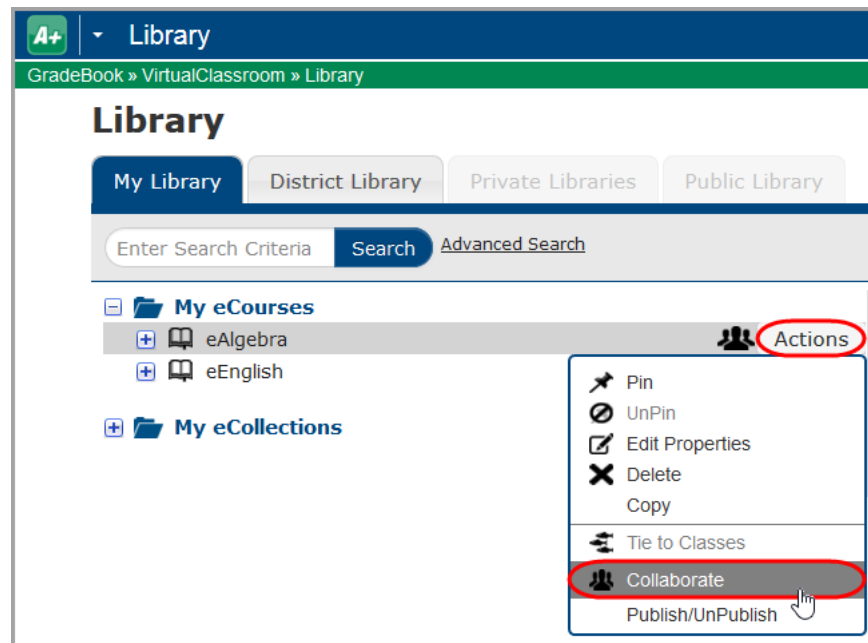
Collaboration Created

Note: The collaboration item displays in the **My Collaborations** section for your co-authors.

ProgressBook VirtualClassroom Teacher Guide

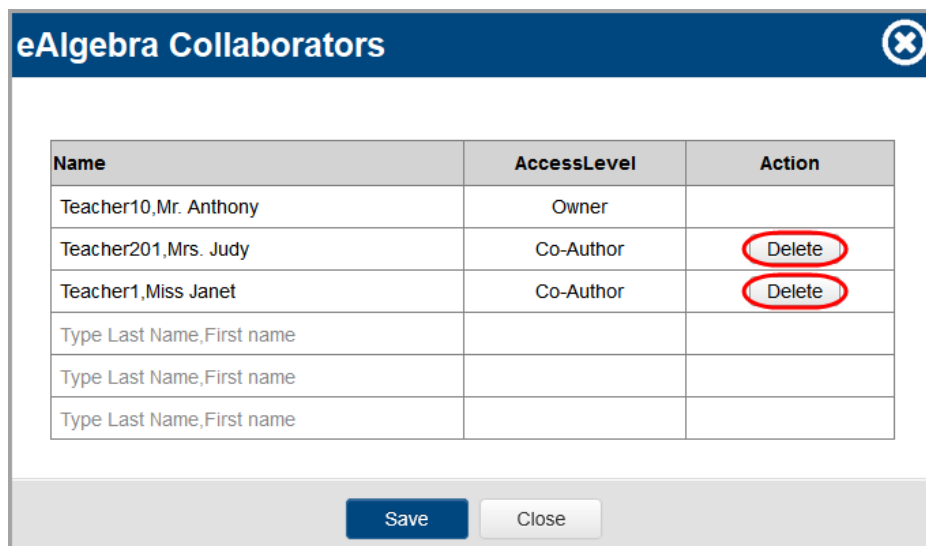
45

6. After all authors have added their content (or at any time if you wish to stop collaborating), you can end the collaboration entirely or remove only some co-authors.
 - a. Hover over the eCourse or eCollection on which you want to stop collaborating until the **Actions** button displays.
 - b. Click **Actions**, and select “Collaborate.”




End Collaboration

- c. On the **Collaborators** window, in the row of the co-author(s) you want to remove, click **Delete**.
- d. Click **Save**.



Delete Collaborators

Ending a collaboration has the following effects:

- For you: If you removed all co-authors, the  icon no longer displays in the row of the eCourse or eCollection.
- For your co-authors: The collaboration item no longer displays in the **My Collaborations** section. Instead, a copy displays in the **My Workspace** section.

Search My Library

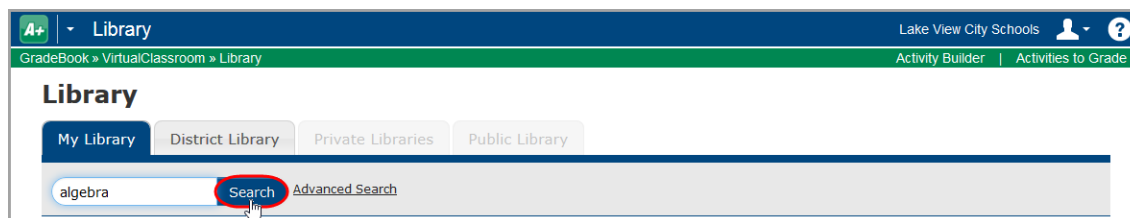
You can locate specific topics or activities in your library using the search feature.

- To search using only key words as your search criteria, see [“My Library Basic Search.”](#)
- To search using additional criteria such as author’s name, standards, or type of library item, see [“My Library Advanced Search.”](#)

My Library Basic Search

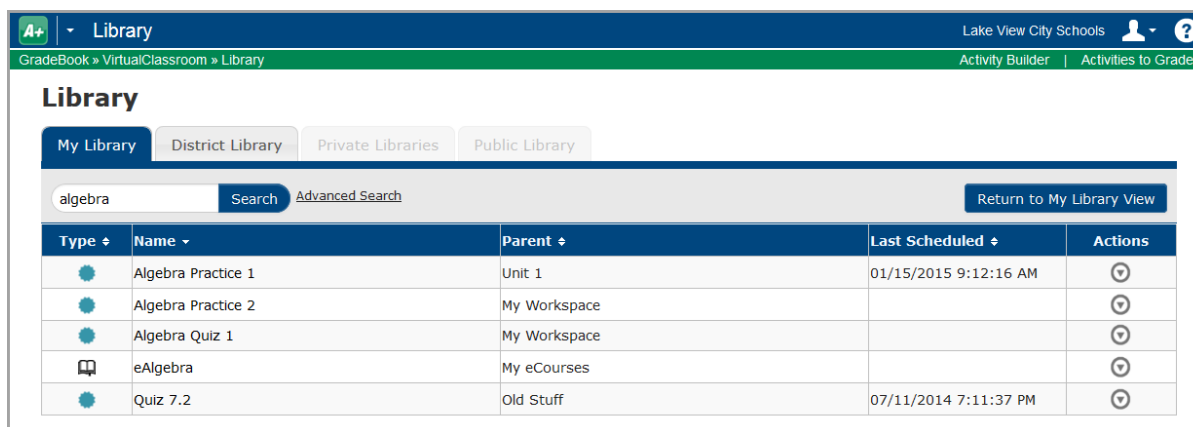
To quickly find something in your library, perform a basic search using a single word or phrase.











1. On the **Library** screen, **My Library** tab, enter a key word or phrase in the **Enter Search Criteria** field, and then click **Search**.




My Library – Basic Search

Items in **My Library** that contain that word or phrase in their name or description display in a grid. You can sort the results on any column by clicking the column heading.


 The screenshot shows the search results for 'algebra'. The interface is similar to the previous one, but now it displays a table of results. The search bar still contains 'algebra', and there is a 'Return to My Library View' button. The table has five columns: 'Type', 'Name', 'Parent', 'Last Scheduled', and 'Actions'. There are five rows of results, each with a blue circular icon in the 'Type' column.

Type	Name	Parent	Last Scheduled	Actions
	Algebra Practice 1	Unit 1	01/15/2015 9:12:16 AM	
	Algebra Practice 2	My Workspace		
	Algebra Quiz 1	My Workspace		
	eAlgebra	My eCourses		
	Quiz 7.2	Old Stuff	07/11/2014 7:11:37 PM	

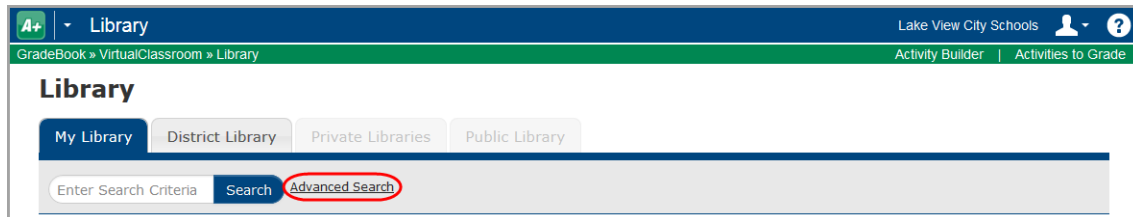
My Library – Basic Search Results

- Optional: To take action on an item (for instance, to add more questions to an activity or schedule a time for students to work on it), in the **Actions** column, click  and select the action you wish to take.

My Library Advanced Search

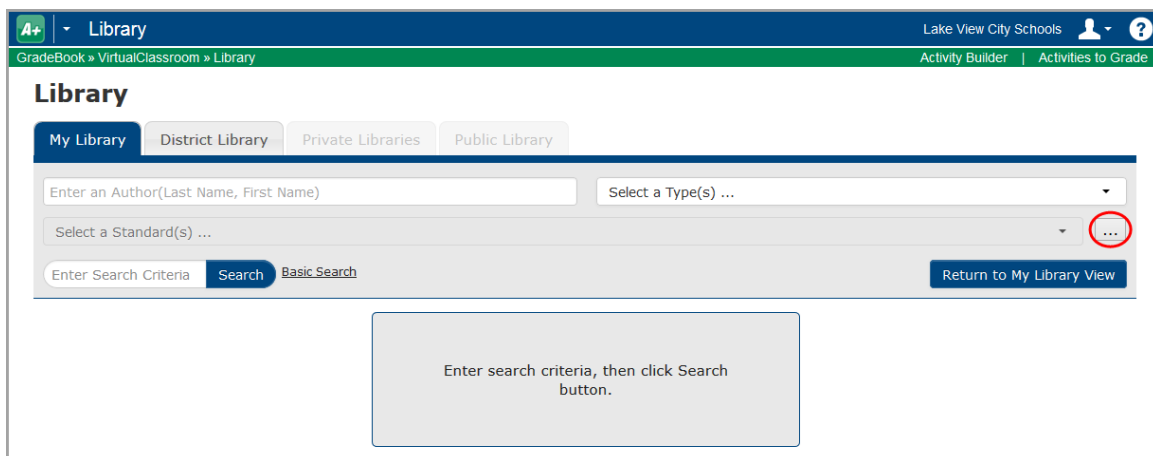
To search for a library item by author name, item type(s), standard(s), key word, or a combination of those options, use the **Advanced Search** feature.

- On the **Library** screen, **My Library** tab, click **Advanced Search**.




My Library – Advanced Search Link

The search area expands to include advanced search fields.



My Library – Advanced Search Area

- In the advanced search area, use one or more of the following search options:
 - In the **Enter an Author (Last Name, First Name)** field, enter a full or partial name.
 - In the **Select a Type(s) ...** drop-down list, select the check box next to the type(s) of items you want to find.
 - To search on a standard, next to the **Select a Standard(s) ...** field, click  .

The **Add Standards** window displays.

- On the **Add Standards** window, select the **Content Area** and **Grade** of the standard(s) you want to find.
- In the list of standards that displays, select the check box next to each standard you want to search on.

iii. Click **Save**.

Add Standards

Content Area: OH: Mathematics - 2003 Grade: 09

D. Use algebraic representations, such as tables, graphs, expressions, functions and inequalities, to model and solve problem situations. (09-09) ☒

62. Use Algebraic Representations (09-09) ☐

7. Use formulas to solve problems involving exponential growth and decay. (09-09) ☐

11. Add, subtract, multiply and divide monomials and polynomials (division of polynomials by monomials only). (09-09) ☐

12. Simplify rational expressions by eliminating common factors and applying properties of integer exponents. (09-09) ☐

E. Analyze and compare functions and their graphs using attributes, such as rates of change, intercepts and zeros. (09-09) ☐

67. Use Patterns, Relations and Functions (09-09) ☐

4. Demonstrate the relationship among zeros of a function, roots of equations, and solutions of equations graphically and in words. (09-09) ☐

5. Describe and compare characteristics of the following families of functions: linear, quadratic and exponential functions; e.g., general shape, number of roots, domain, range, rate of change, maximum or minimum. (09-09) ☐

F. Solve and graph linear equations and inequalities. (09-09) ☐

Save Close

Search on Standards

- In the **Enter Search Criteria** field, enter a key word or phrase.
3. Click **Search**.

Items in **My Library** matching your search criteria display in a grid. You can sort the results on any column by clicking the column heading.

Library

My Library District Library Private Libraries Public Library


Enter an Author (Last Name, First Name) Select a Type(s) ...

Use algebraic representations, such as tables, graphs, expressions, functions and inequalities, to model and solve problem situations. ...

Enter Search Criteria **Search** Basic Search [Return to My Library View](#)

Type	Name	Parent	Last Scheduled	Actions
Algebra Practice 2	Algebra Practice 2	My Workspace		
Algebra Practice 3	Algebra Practice 3	My Workspace		
Algebra Quiz	Algebra Quiz	My Workspace		
Algebra Quiz 1	Algebra Quiz 1	My Workspace		
eAlgebra	eAlgebra	My eCourses		

My Library – Advanced Search Results

- Optional: To take action on an item (for instance, to add more questions to an activity or schedule a time for students to work on it), in the **Actions** column, click  and select the action you wish to take.

Organize My Library

You can manage your library content in the following ways:

- To edit the properties of existing content, see [“Edit Content.”](#)
- To create a space to view and work on a particular piece of content, see [“Pin Content.”](#)
- To organize content into groups within the library, see [“Group Content.”](#)
- To reorder content within the library, see [“Move Content.”](#)
- To delete content from the library, see [“Delete Content.”](#)
- To copy and paste content into another area of the library, see [“Copy and Paste Content.”](#)

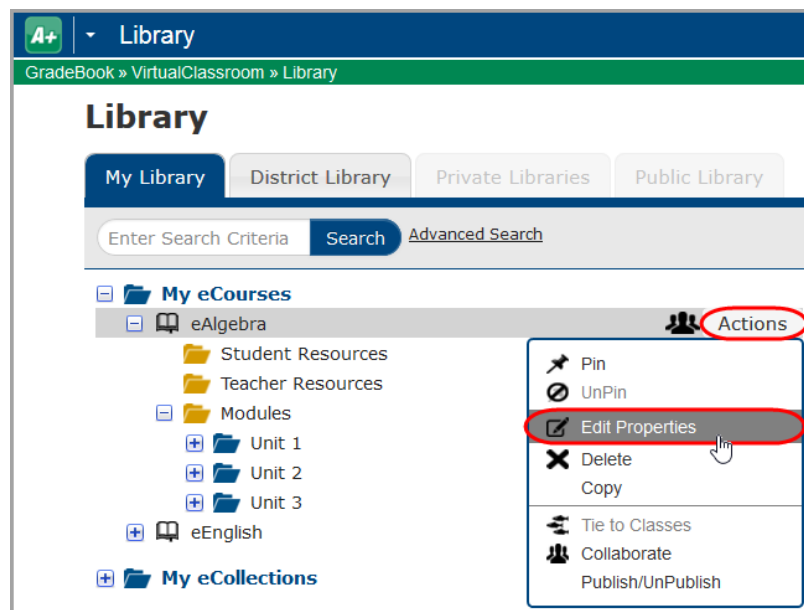
Edit Content

To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Edit-Content>

You can edit the properties of an eCourse, eCollection, collaboration, module, activity or question.

- Hover over the item you want to edit until the **Actions** button displays.
- Click **Actions** and select “Edit Properties.”



Edit Properties

- On the edit window, make any needed changes.

- Click **Save**.

Edit Content

Pin Content

To view a video of this procedure, go to:


<http://www.progressbook.com/Videos/VC/Pin-Content>

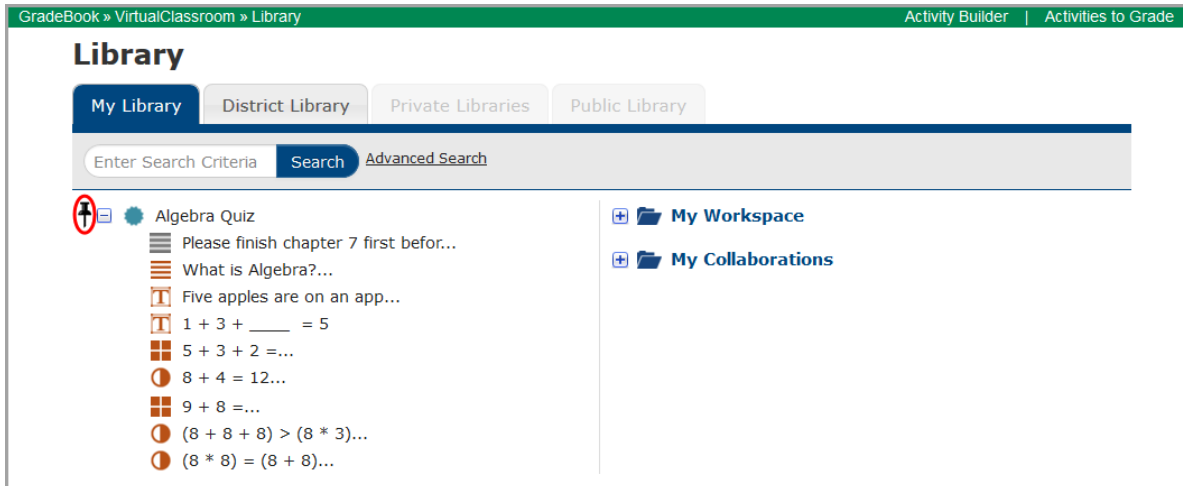
If you want to make a certain item in your library stand out so it is easier to find and work on, you can “pin” it so that it remains visible even when its section is collapsed.

- Hover over the item you want to pin until the **Actions** button displays.
- Click **Actions** and select “Pin.”

Pin Content

The content item now displays on the left side of the screen and remains there even if you collapse the section in which it resides.

Note: To unpin the item, click .

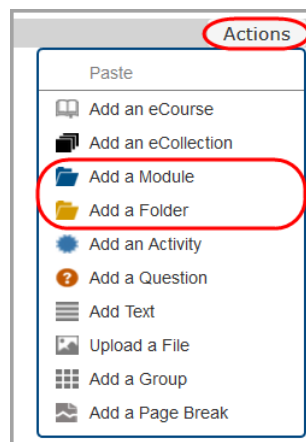


Content Pinned

Group Content

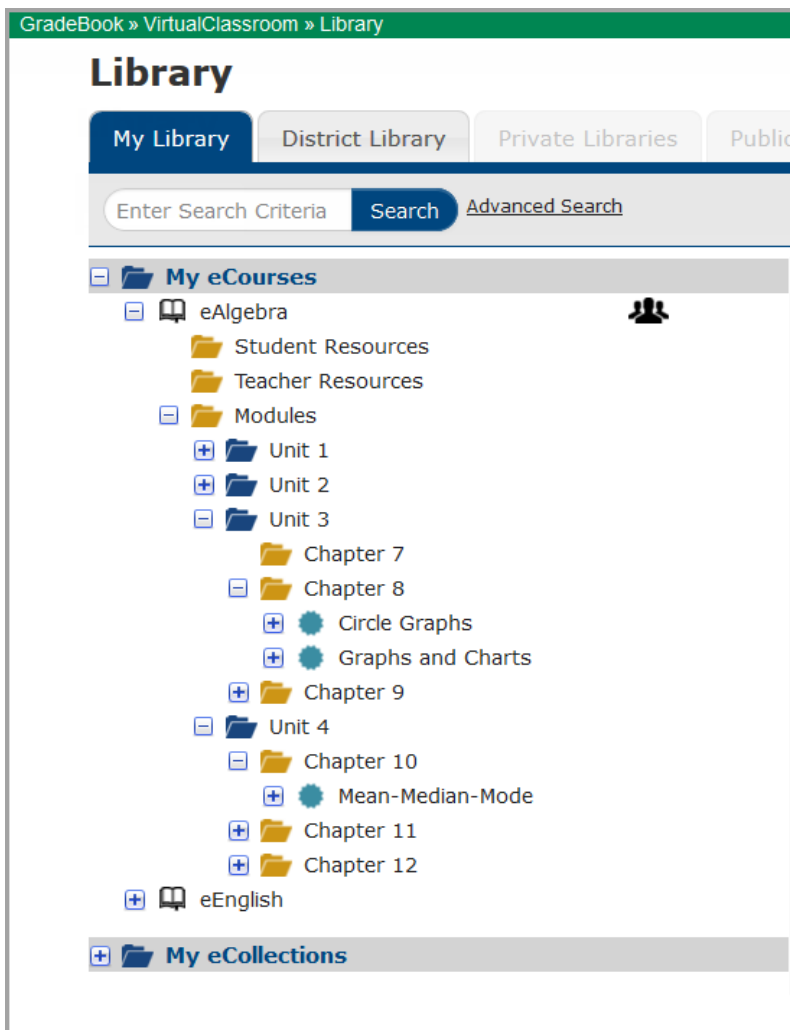
You can organize your content by grouping items into modules (such as “units”) and folders. Wherever these items are available for you to add, they display as selections when you click **Actions**.

1. Add the modules and folders that you need.



Group Content

2. Drag and drop content into the modules and folders as needed. (See “[Move Content.](#)”)



Content Grouped

Move Content

To view a video of this procedure, go to:

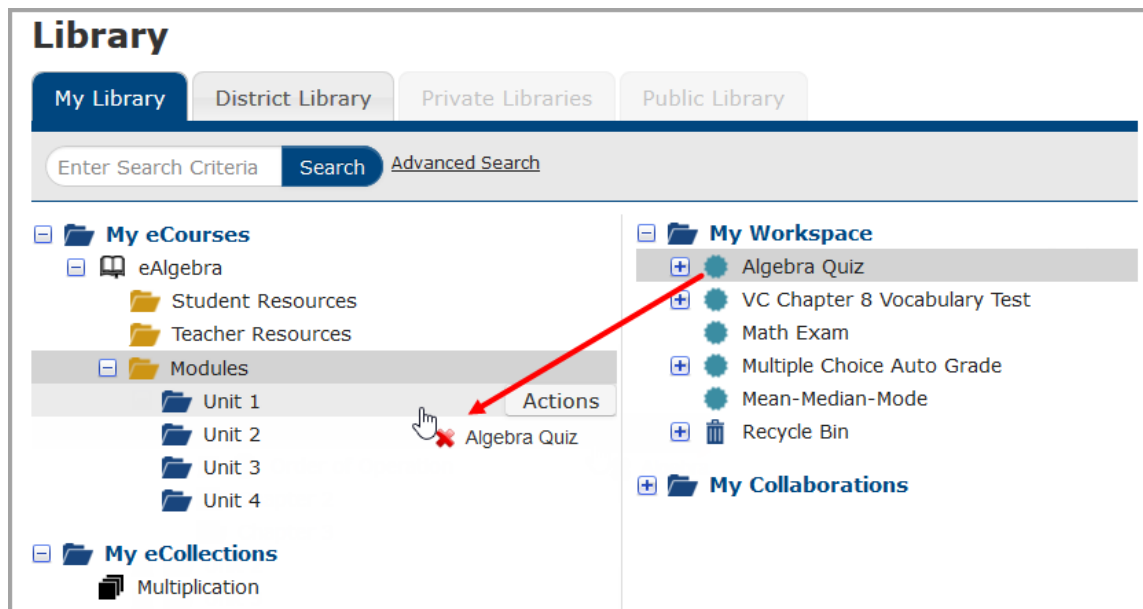
<http://www.progressbook.com/Videos/VC/Move-Content>

You can move content around in your library by dragging and dropping it. For example, you can drag and drop activities to reorder them. Or you can move an activity from **My Workspace** to a unit in **My eCourses**.

Note: When you drag and drop items that are in collaboration, this creates a copy of the content rather than moving it.

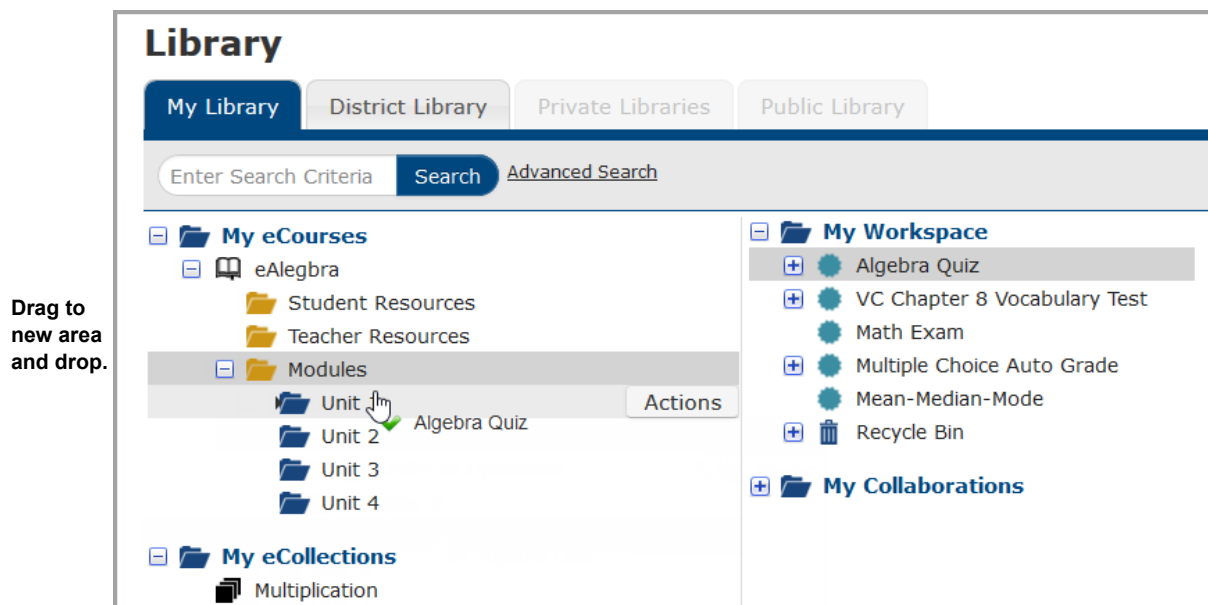
1. Click and hold the item you want to move.
2. Drag the item to the area where you want to move it.

As you drag the item, ✖ displays along with it. When you reach any valid drop location, the icon changes to ✔.



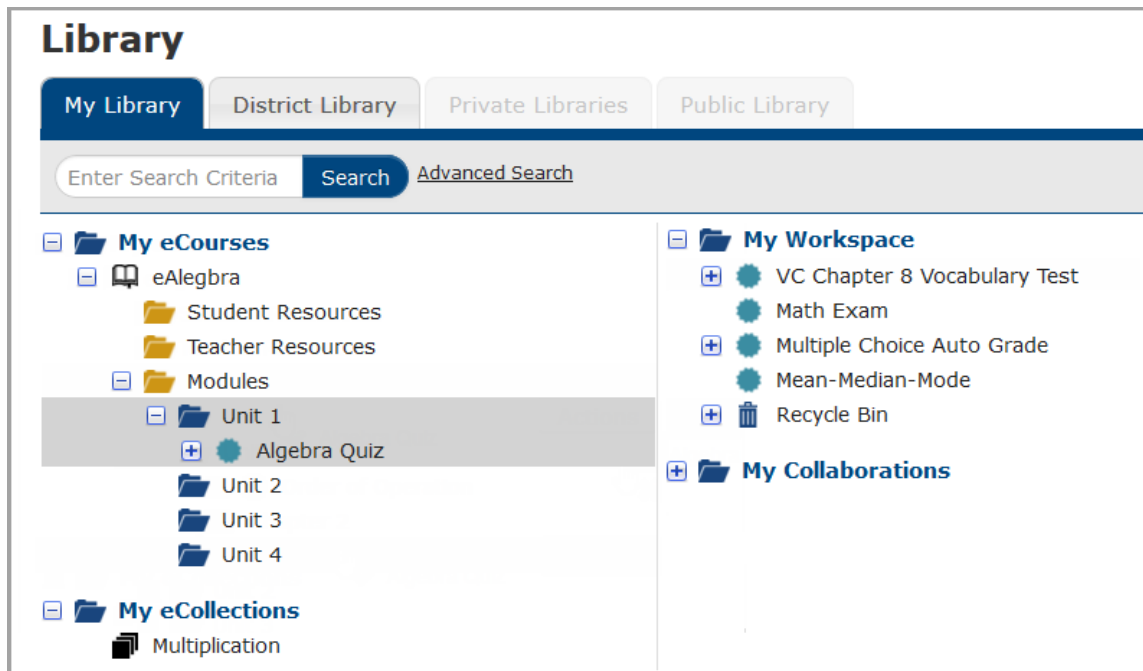
Move Content

- Drop the item in the new location.



Drag and Drop Content

The content displays in the new location.



Content Moved

Delete Content

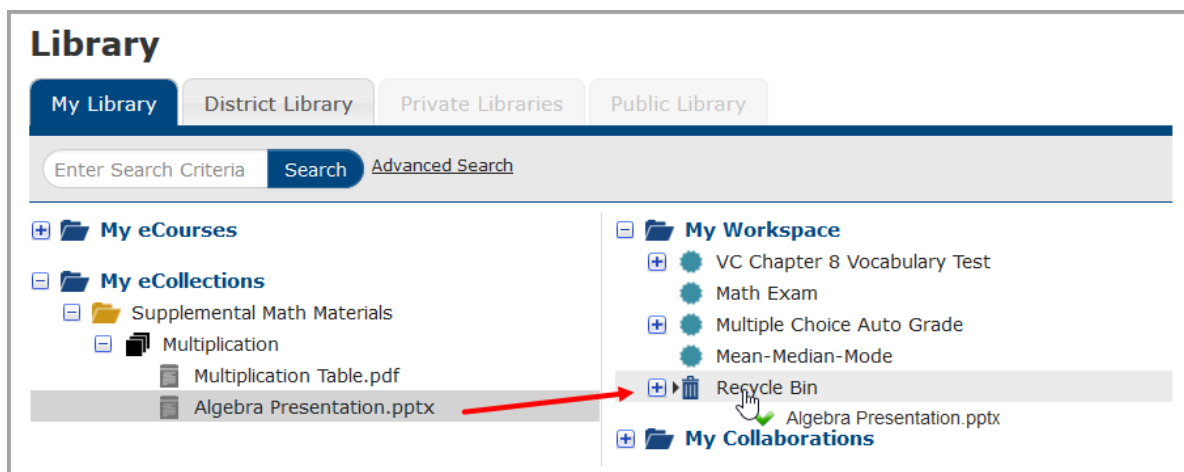
To view a video of this procedure, go to:

<http://www.progressbook.com/Videos/VC/Delete-Content>

You can delete any content except for activities that are scheduled.

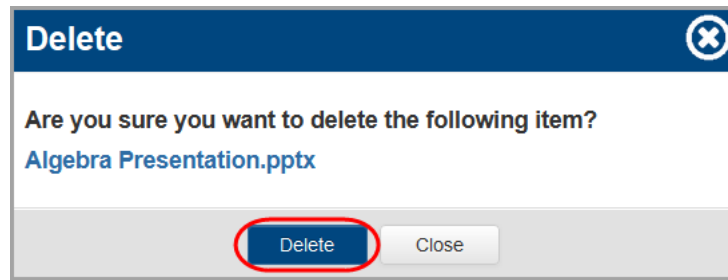
1. Drag and drop the content to the **Recycle Bin**.

Note: For more information on moving content using the drag and drop method, see *"Move Content."*



Delete Content

2. On the confirmation window, click **Delete**.



Confirm Delete

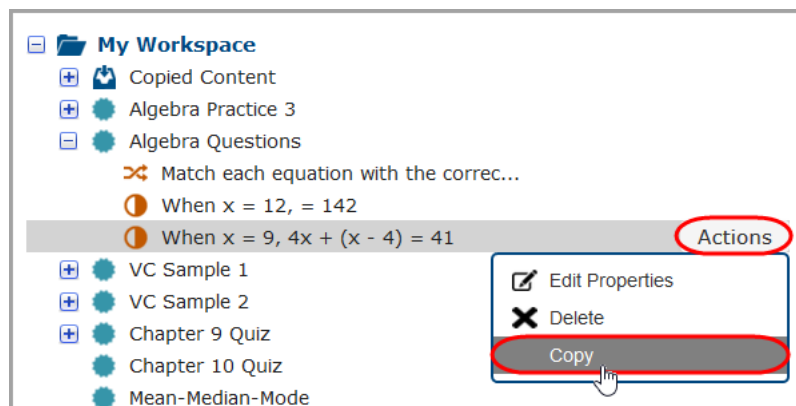
Note: To undelete content, drag and drop it from the **Recycle Bin** to another location.

Copy and Paste Content

You can copy and paste many items within your library. This functionality is available for an item if the “Copy” and “Paste” options in the **Actions** drop-down list are enabled.

Note: You can only paste questions into an activity that students have not started.

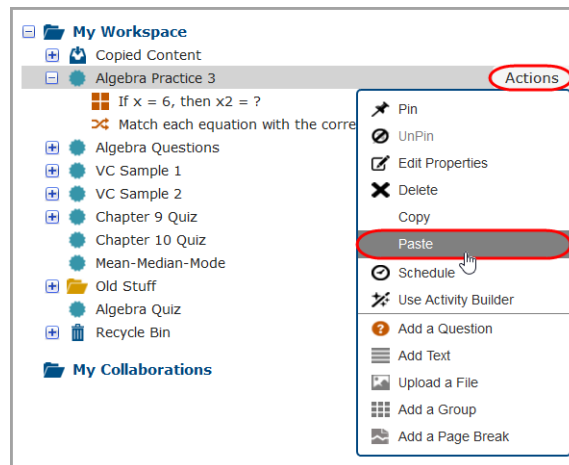
1. Hover over the item you want to copy until the **Actions** button displays.
2. Click **Actions** and select “Copy.”



Copy Library Item

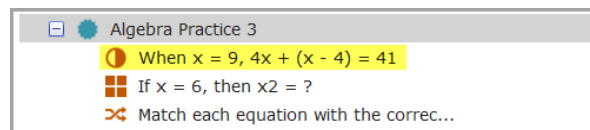
3. Hover over the activity or area where you want to paste the copied item until the **Actions** button displays.

- Click **Actions** and select “Paste.”



Paste Library Item

The copied content now displays in the new location.

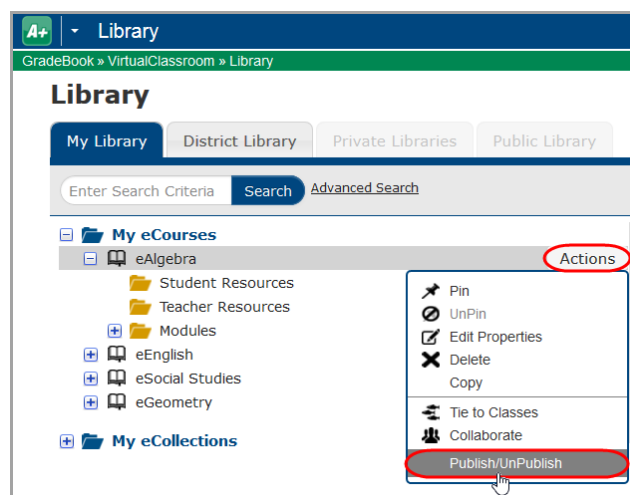


Item Pasted

Share Content with Others in Your District

You can share content with others in your district by publishing it to the **District Library**. You can publish an eCourse, a single module or an eCollection as follows:

- Hover over the item you want to share until the **Actions** button displays.
- Click **Actions** and select “Publish/UnPublish.”



Publish

The **Publish** window displays with **Name** and **Description** already completed (based on what you designated when you created the item).

3. In the **Subjects** drop-down list, select the check box next to the subject(s) covered in the content you are sharing.
4. In the **Grade Levels** drop-down list, select the check box next to the grade level(s) to which the content applies.
5. Optional: In the **Key Words** field, enter one or more words that describe the item so others can easily find it in a search of the library.
6. Read the **District Library** disclaimer statement and select the check box to indicate you agree; then click **Publish to my District Library**.

The item is published to the **District Library** and the status displays.

The screenshot shows a 'Publish eAlgebra eCourse' window. The 'Name' field contains 'eAlgebra' and the 'Description' field contains 'Covers Pre-algebra and Algebra 1'. The 'Subjects' dropdown is set to 'Math' and the 'Grade Levels' dropdown is set to '07, 08, 09'. The 'Key Words' field contains 'pre-algebra, algebra 1'. Below these fields is a 'District Library' section with a checked checkbox and the text: 'I understand that a copy of my materials will be available to all users in my district to use.' A red circle highlights the 'Publish to my District Library' button. A red arrow points from this button to a 'Published Content Status' window. The 'Published Content Status' window shows: 'Last Updated: 02/05/2015', 'Rating: ★★★★★ (0)', and '# Times Copied: 0'. It also has 'Apply Changes' and 'UnPublish' buttons.

Published Content Status

Note: If you are updating content that you previously published, the status indicates when you last updated it, the rating others gave it, and the number of times it has been copied. Click **Apply Changes** and describe the changes in the text field provided; then click **Update**.

Note: To view a list of all content that you have shared, see [“View All Content that You Have Shared.”](#)

View All Content that You Have Shared

After you publish material from your personal library to the **District Library**, you can view a list of all content you have shared.

1. On the **Library** screen, **District Library** tab, in the **View by** area, click **My Published Content**.

A list of all content you have published displays in a grid.

Note: You can sort the grid by clicking a column header. The **Times Copied** column displays how many times others have copied an item.

Library									
<div> <div>My Library</div> <div>District Library</div> <div>Private Libraries</div> <div>Public Library</div> </div> <div> <div>Enter Search Criteria</div> <div>Search</div> <div>Advanced Search</div> </div> <div> <div>View by:</div> <div>My Published Content</div> <div>My Copied Content</div> <div>My Bookmarks</div> <div>All</div> </div>									
My Published Content									
Type	Name	Ver#	Last Updated	Grades	Author	Rating	Times Copied	Bookmark	Actions
	Algebra Practice 2	1.0	2/18/2015	07, 08, 09	Teacher4, Sally	★★★★★	6		
	Algebra Practice 1	3.0	2/18/2015	07, 08, 09	Teacher4, Sally	★★★★★	6		
	Math eCollection	1.0	2/13/2015	01, 02, 03, KG	Teacher4, Sally	★★★★★	6		
	Animal Pictures	1.0	2/13/2015	01, 02, 03, PK, KG	Teacher4, Sally	★★★★★			
	eAlgebra	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	2		
	Multiplication Table.pdf	1.0	2/13/2015	01, 02, 03, KG	Teacher4, Sally	★★★★★			
	Cat and Kitten.jpg	1.0	2/13/2015	01, 02, 03, PK, KG	Teacher4, Sally	★★★★★			
	Match each equation with the correc...	1.0	2/18/2015	07, 08, 09	Teacher4, Sally	★★★★★			
	Unit 2	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	3		
	Unit 4	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	2		
	Unit 3	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	2		
	If $x = 6$, then $x^2 = ?$	1.0	2/18/2015	07, 08, 09	Teacher4, Sally	★★★★★			
	$3x + y = ?$	3.0	2/18/2015	07, 08, 09	Teacher4, Sally	★★★★★			
	For the following questions, $x = 3 \dots$	3.0	2/18/2015	07, 08, 09	Teacher4, Sally	★★★★★			

Other teachers have copied this item six times.

View Shared (Published) Content

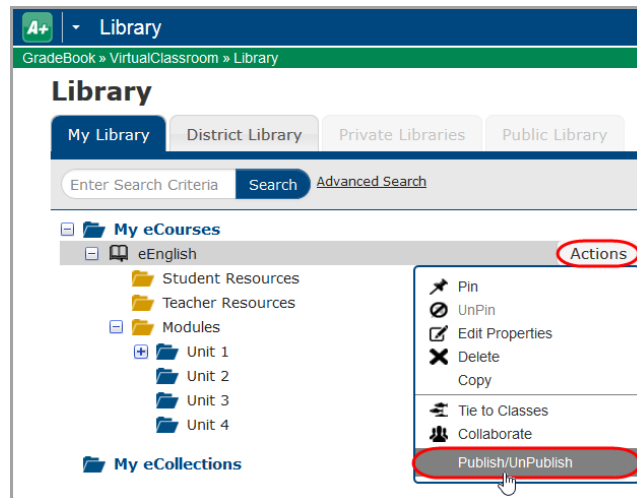
2. Optional: To bookmark an item (or unbookmark it), click .
3. Optional: To take action on an item (for instance, to review details about a course or activity or to view course ratings and comments), in the **Actions** column, click and select the action you wish to take.

Note: For information on the actions you can take, see [“Evaluate and Copy Shared District Content.”](#)

Remove Your Shared Content

At any time, you can remove content that you published to the **District Library**.

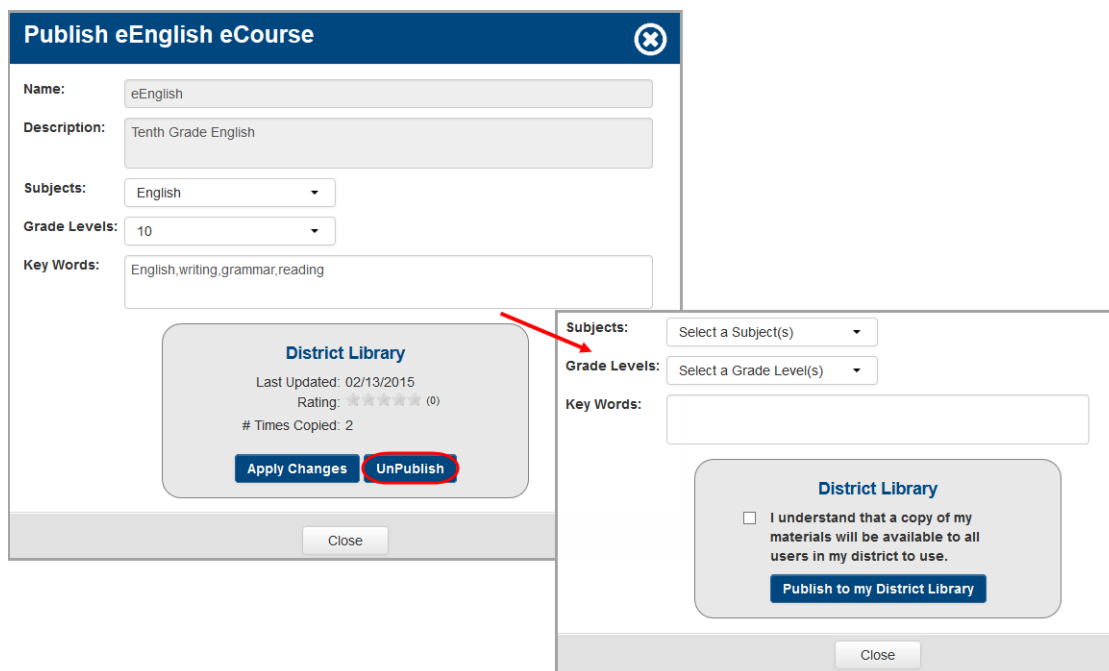
1. In **My Library**, hover over the item you want to stop sharing until the **Actions** button displays.
2. Click **Actions** and select “Publish/UnPublish.”



Remove Shared Content

3. On the **Publish** window, click **UnPublish**.

The content is now removed from the **District Library**.



Shared Content Removed

Note: Teachers who previously copied the content to their personal libraries can still use their copy of the material.

Search for Shared District Content

The **District Library** stores content that you and other district staff create and publish to share with others in your school district. You can locate specific topics or activities in the **District Library** by using the search feature.

- To search using only key words as your search criteria, see [“District Library Basic Search.”](#)
- To search using additional criteria such as subject, grade level, author’s name, type of library item, or standards, see [“District Library Advanced Search.”](#)

District Library Basic Search

To perform a basic search using a single word or phrase:

1. On the **Library** screen, **District Library** tab, enter a key word or phrase in the **Enter Search Criteria** field, and then click **Search**.


Note: If you prefer to search using criteria such as subject, grade level, author’s name, type of library item, or standards, see [“District Library Advanced Search.”](#)

District Library – Basic Search

Items in the **District Library** that contain that word or phrase in their name or description display in a grid.

2. Optional: To filter the search results, click one of the **View by** buttons as follows:
 - **My Published Content** – view only items that you have published (For information on sharing your content, see [“Share Content with Others in Your District.”](#))
 - **My Copied Content** – view only content that you have already copied to your personal library (For information on copying shared district content, see [“Evaluate and Copy Shared District Content.”](#))
 - **My Bookmarks** – view only items that you have bookmarked

Note: In all views, you can sort the grid by clicking any column header except **Self** and **Actions**.









































































Note: The **Times Copied** column displays how many times others have copied an item (numeral only) or how many times you copied an item (numeral and ).

Library

My Library District Library Private Libraries Public Library

math Search Advanced Search View by: My Published Content My Copied Content My Bookmarks All

Available Content

Sel	Type	Name	Ver#	Last Updated	Grades	Author	Rating	Times Copied	Bookmark	Actions
<input type="checkbox"/>		Math Practice 1	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	6		
<input type="checkbox"/>		5 + 5 + 5 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	6		
<input type="checkbox"/>		1 + 2 + 3 + 4 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	6		
<input type="checkbox"/>		Unit 1	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★ (1)	6		
<input type="checkbox"/>		eMath 3	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★ (4)	2		
<input type="checkbox"/>		Math Practice 2	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	2		
<input type="checkbox"/>		3 + 2 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★			
<input type="checkbox"/>		3 + 2 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★			
<input type="checkbox"/>		1 + 2 + 3 + 4 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★			
<input type="checkbox"/>		3 - 1 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★			
<input type="checkbox"/>		1 + 2 + 3 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★			
<input type="checkbox"/>		5 + 5 + 5 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★			
<input type="checkbox"/>		3x + y = ?	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1 		
<input type="checkbox"/>		Unit 1	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1 		
<input type="checkbox"/>		For the following questions, x = 3 ...	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1 		
<input type="checkbox"/>		Unit 4	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1 		
<input type="checkbox"/>		Algebra Practice 1	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1 		
<input type="checkbox"/>		Unit 2	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1 		
<input type="checkbox"/>		Unit 3	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1 		
<input type="checkbox"/>		eAlgebra	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1 		
<input type="checkbox"/>		x + 4y = ?	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1 		



Copy Selected Items

Other teachers have copied this item six times.

Item is bookmarked

You have copied these items once.

District Library – Basic Search Results (Sorted on Grades Column)

- Optional: To bookmark an item of interest (or unbookmark it), click .
- Optional: To take action on an item (for instance, to view details about a course or activity, view course ratings and comments, or copy an item to your personal library), in the **Actions** column, click  and select the action you wish to take.

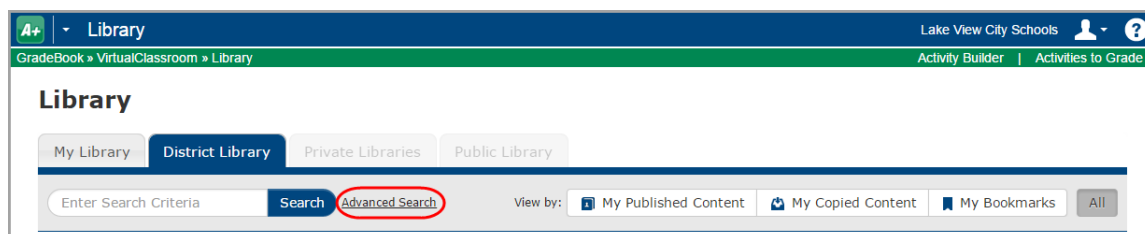
Note: For information on the actions you can take, see [“Evaluate and Copy Shared District Content.”](#)

District Library Advanced Search

To search for a library item by subject, grade level, author's name, type of library item, standards, key word, or a combination of those options, use the **Advanced Search** feature.


1. On the **Library** screen, **District Library** tab, click **Advanced Search**.

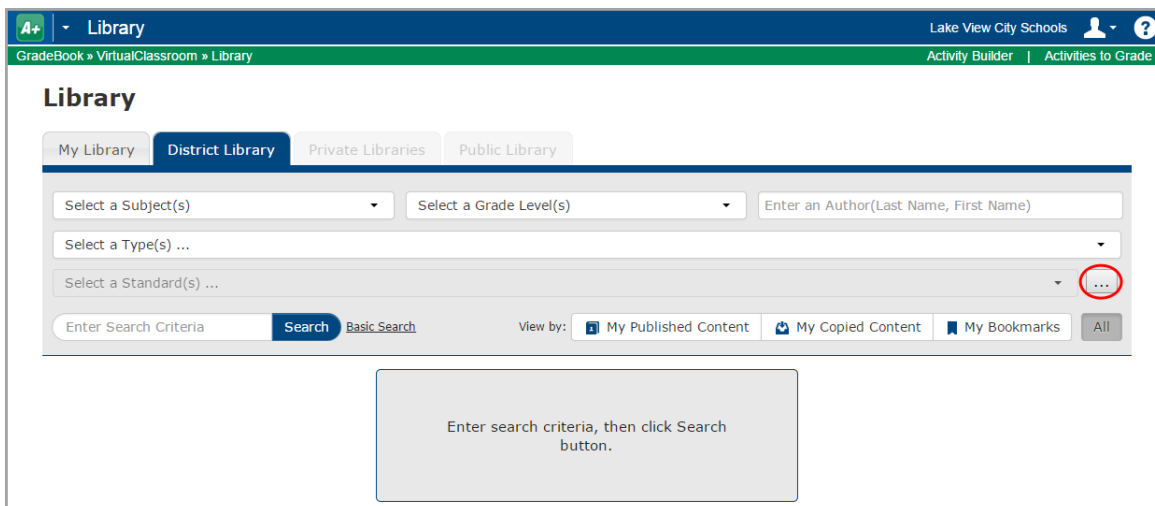
Note: To search using only key words as your search criteria, see [“District Library Basic Search.”](#)



District Library – Advanced Search Link

The search area expands to include advanced search fields.

2. In the advanced search area, use one or more of the following search options:
 - In the **Select a Subject(s)** drop-down list, select the check box next to the subject(s) for which you want to search.
 - In the **Select a Grade Level(s)** drop-down list, select the check box next to the grade level(s) for which you want to search.
 - In the **Enter an Author (Last Name, First Name)** field, enter a full or partial name.
 - In the **Select a Type(s) ...** drop-down list, select the check box next to the type(s) of items you want to find.
 - To search on a standard, next to the **Select a Standard(s) ...** field, click .



District Library – Advanced Search Area


The **Add Standards** window displays.

- i. On the **Add Standards** window, select the **Content Area** and **Grade** of the standard(s) you want to find.
- ii. In the list of standards that displays, select the check box next to each standard you want to search on.
- iii. Click **Save**.

Search on Standards

- In the **Enter Search Criteria** field, enter a key word or phrase.
3. Click **Search**.
Items in the **District Library** matching your search criteria display in a grid. You can sort the results on any column by clicking the column heading.
 4. Optional: To filter the search results, click one of the **View by** buttons as follows:
 - **My Published Content** – view only items that you have published (For information on sharing your content, see [“Share Content with Others in Your District.”](#))
 - **My Copied Content** – view only content that you have already copied to your personal library (For information on copying shared district content, see [“Evaluate and Copy Shared District Content.”](#))
 - **My Bookmarks** – view only items that you have bookmarked

Note: In all views, you can sort the grid by clicking any column header except **Self** and **Actions**.

Note: The **Times Copied** column displays how many times others have copied an item (numeral only) or how many times you copied an item (numeral and ).

Library

My Library District Library Private Libraries Public Library

Math 4 selected Enter an Author (Last Name, First Name)



















































Select a Type(s) ...

Select a Standard(s) ...

math Search Basic Search

View by: My Published Content My Copied Content My Bookmarks All

Available Content

Sel	Type	Name	Ver#	Last Updated	Grades	Author	Rating	Times Copied	Bookmark	Actions
<input type="checkbox"/>		5 + 5 + 5 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	2		
<input type="checkbox"/>		Math Practice 1	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	2		
<input type="checkbox"/>		1 + 2 + 3 + 4 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	2		
<input type="checkbox"/>		5 + 5 + 5 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	2		
<input type="checkbox"/>		3 - 1 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	2		
<input type="checkbox"/>		3 + 2 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	2		
<input type="checkbox"/>		Unit 1	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★ (1)	2		
<input type="checkbox"/>		eMath 3	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★ (4)	5		
<input type="checkbox"/>		Math Practice 2	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★			
<input type="checkbox"/>		3 - 1 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★			
<input type="checkbox"/>		eAlgebra	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1 		
<input type="checkbox"/>		For the following questions, x = 3 ...	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1 		
<input type="checkbox"/>		Unit 1	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1 		
<input type="checkbox"/>		3x + y = ?	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1 		
<input type="checkbox"/>		Algebra Practice 1	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1 		



Copy Selected Items

Other teachers have copied this item twice.

Item is bookmarked

You have copied these items once.

District Library – Advanced Search Results (Sorted on Grades Column)

- Optional: To bookmark an item of interest (or unbookmark it), click .
- Optional: To take action on an item (for instance, to view details about a course or activity, view course ratings and comments, or to copy an item to your personal library), in the **Actions** column, click  and select the action you wish to take.

Note: For information on the actions you can take, see [“Evaluate and Copy Shared District Content.”](#)

Evaluate and Copy Shared District Content

After locating items of interest in the **District Library** (see [“Search for Shared District Content”](#)), you can view details about them and read reviews from other teachers to help determine whether you want to copy them to your personal library. Refer to the appropriate topic as follows:

- To view an item’s description, the academic standards tied to it, and a hierarchy that shows all related material, see [“View Content Details.”](#)
- To check ratings and reviews for an eCourse or Module, see [“View Ratings and Reviews.”](#)
- To view individual questions, see [“View Questions.”](#)
- To view updates to an eCourse, eCollection, or module, see [“View Publishing History.”](#)
- To copy content to your personal library, see [“Copy to My Library.”](#)
- To view all content that you have copied, see [“View All Content that You Have Copied.”](#)
- To rate and review content, see [“Rate and Review Content.”](#)

View Content Details

Viewing the details of library content can help you determine whether it is suitable for your curriculum. You can view details of any library item as follows:

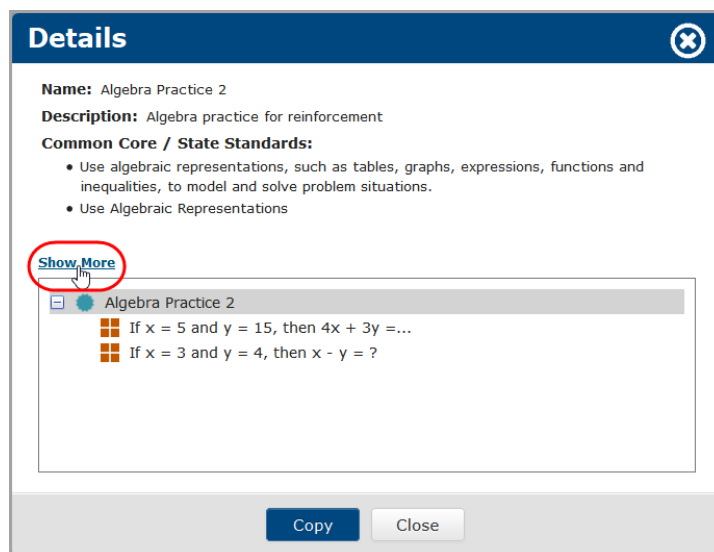
1. In the row of the item about which you want to see details, click the **Actions** button.
2. Select “View Details.”

Sel	Type	Name	Ver#	Last Updated	Grades	Author	Rating	Times Copied	Bookmark	Actions
<input type="checkbox"/>		Algebra Practice 2	4.0	2/11/2015	07, 08, 09	Teacher4, Sally	★★★★★	2		
<input type="checkbox"/>		Algebra Practice 4	4.0	2/11/2015	07, 08, 09	Teacher4, Sally	★★★★★			
<input type="checkbox"/>		Weekly Review 2	4.0	2/11/2015	07, 08, 09	Teacher4, Sally	★★★★★	1		

View Details

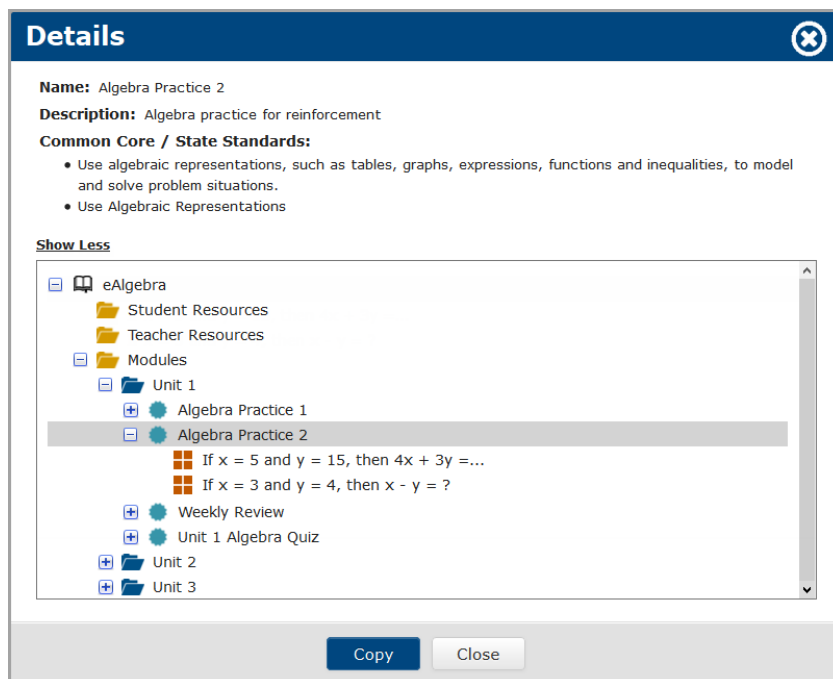
The **Details** window opens and displays the name and description of the item, along with a list of academic standards that are tied to it.

3. Optional: To view this item within its hierarchy, click **Show More**.



Details Window

A hierarchy of other related items displays.



Details Window – Expanded

4. Optional: Click any item in the hierarchy to see its description and a list of academic standards tied to it.

- Optional: To copy an item (and all of its sub-items) to your personal library, click **Copy**.

Note: You can copy a single question or activity, or an entire module or course.

The **Details** window closes, a confirmation message briefly displays, and the **Times Copied** column displays the number of times you have copied the item. (For more information, see [“View All Content that You Have Copied.”](#))

• The item(s) copied successfully to My Library! ×										
Sel	Type	Name	Ver#	Last Updated	Grades	Author	Rating	Times Copied	Bookmark	Actions
<input type="checkbox"/>		English 1-1	3.0	2/13/2015	10	Teacher5, Samantha	★★★★★			
<input type="checkbox"/>		eAlgebra	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★			
<input type="checkbox"/>		Algebra Practice 2	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1		
<input type="checkbox"/>		eEnglish	3.0	2/13/2015	10	Teacher5, Samantha	★★★★★			

Item Successfully Copied

Note: A list of items you copied displays in the **My Copied Content** view in the **District Library**. Copies of the items are created in the **Copied Content** folder in the **My Workspace** area of **My Library**. To modify content or schedule activities, you must first move them out of **Copied Content**.

View Ratings and Reviews

It may be helpful to know other teachers' evaluation of content as you decide what to copy to your personal library. The **Rating** column of the **District Library** search results displays the average number of stars (on a scale of 1-5) that others have rated an eCourse, eCollection or module. The number in parentheses indicates how many times the item has been rated. You can read reviewer comments as follows:

- In the row of the eCourse, eCollection, or module, click the **Actions** button.
- Select “Show Ratings & Reviews.”

Average rating is slightly more than four stars							Rating is based on four reviews.			
Sel	Type	Name	Ver#	Last Updated	Grades	Author	Rating	Times Copied	Bookmark	Actions
<input type="checkbox"/>		eMath 3	1.0	2/10/2015	03	Teacher6, Courtney	★★★★☆ (4)			
<input type="checkbox"/>		eEnglish	1.0	2/10/2015	10	Teacher5, Samantha	★★★★★			
<input type="checkbox"/>		Unit 2	1.0	2/10/2015	10	Teacher5, Samantha	★★★★★			
<input type="checkbox"/>		Unit 3	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1		

Show Ratings & Reviews

The **Reviews** window opens, allowing you to scroll through and read comments about the material.

eMath 3 Reviews

4 Reviews

5 star: (2)
4 star: (1)
3 star: (1)
2 star: (0)
1 star: (0)

Average Review: 4 stars (4 reviews)

Create a Review

Sort by: Date Rating

★★★★★ Helpful even for my fourth graders
Revision 1.0 Reviewed by Tam, River on 02/10/2015
I used many of the activities for my fourth graders who needed review and reinforcement.

★★★★★ Great Material
Revision 1.0 Reviewed by Masters, Mr. Paul on 02/10/2015
This is a great starting point for first semester of third grade. Looking forward to the course being updated with second semester materials.

★★★☆☆ Just Okay
Revision 1.0 Reviewed by Teacher4, Sally on 02/10/2015
A good start, but this course needs lots more material.

Reviews Window

Note: To help other teachers in your district, after you have used content that you copied from the **District Library**, you can provide your feedback about the material. See [“Rate and Review Content.”](#)

View Questions

To determine if you want to copy an individual question, you can first open it and review it.

1. In the row of the question you want to view, click the **Actions** button.
2. Select “View this Item.”

Sel	Type	Name	Ver#	Last Updated	Grades	Author	Rating	Times Copied	Bookmark	Actions
<input type="checkbox"/>		If $7x + 10 = 52$, then $x = 7$	0.0	12/4/2014		Teacher4, Sally	★★★★★			
<input type="checkbox"/>		If $5x + 4x = 9$, then $x = ?$	0.0	12/4/2014		Teacher4, Sally	★★★★★			
<input type="checkbox"/>		Algebra Practice 4	0.0	12/4/2014		Teacher4, Sally	★★★★★			

View this Item

The **View Question** window opens and displays the question in read-only format.

View Question Window

View Publishing History

To see information about updates to content in the **District Library** (for instance, when someone adds new activities to a module or new modules to a course), you can view the publishing history for an eCourse, eCollection, or module as follows:

1. In the row of the eCourse, eCollection, or module, click the **Actions** button.
2. Select “View Publishing History.”

Type	Name	Ver#	Last Updated	Grades	Author	Rating	Times Copied	Bookmark	Actions
	eEnglish	3.0	2/13/2015	10	Teacher5, Samantha	★★★★★	2		
	Unit 1	3.0	2/13/2015	10	Teacher5, Samantha	★★★★★			
	Unit 2	2.0	2/13/2015	10	Teacher5, Samantha	★★★★★			
	Unit 3	3.0	2/13/2015	10	Teacher5, Samantha	★★★★★	2		

View Publishing History

The **Publishing History** window displays the date and comments for each revision.

eEnglish Publishing History		
Rev#	Date	Comments
1.0	02/10/2015	
2.0	02/13/2015	Added activities to Unit 1
3.0	02/13/2015	Added 3 more modules.

Publishing History Window

Copy to My Library

When you find content that you would like to use in your own classes, you can copy items to your personal library (**My Library**).

- To copy an individual item, see [“Copy Single Item.”](#)
- To copy multiple items at once, see [“Copy Multiple Items.”](#)

Copy Single Item

- In the row of the item you want to copy, click the **Actions** button.
- Select “Copy to My Library.”

Sel	Type	Name	Ver#	Last Updated	Grades	Author	Rating	Times Copied	Bookmark	Actions
<input type="checkbox"/>		Math Practice 2	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★			
<input type="checkbox"/>		Math Practice 1	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★			
<input type="checkbox"/>		eAlgebra	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	2		

Copy to My Library

A confirmation message briefly displays, and the **Times Copied** column displays the number of times you have copied the item.

• The item(s) copied successfully to My Library! ×										
Sel	Type	Name	Ver#	Last Updated	Grades	Author	Rating	Times Copied	Bookmark	Actions
<input type="checkbox"/>		Math Practice 2	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	1		
<input type="checkbox"/>		Math Practice 1	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★			
<input type="checkbox"/>		eAlgebra	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★			

Item Successfully Copied

Note: A copy of the item is created in the **Copied Content** folder in the **My Workspace** area of **My Library**. To modify it or add it to your other materials, you must first move it out of **Copied Content**.

Note: To copy multiple items at once, see [“Copy Multiple Items.”](#)

Copy Multiple Items

1. In the **Sel** column, select the check box corresponding to the items you want to copy.
2. Click **Copy Selected Items**.

Sel	Type	Name	Ver#	Last Updated	Grades	Author	Rating	Times Copied	Bookmark	Actions
<input checked="" type="checkbox"/>		Algebra Practice 1	4.0	2/11/2015	07, 08, 09	Teacher4, Sally	★★★★★			
<input checked="" type="checkbox"/>		Unit 1 Algebra Quiz	4.0	2/11/2015	07, 08, 09	Teacher4, Sally	★★★★★			
<input checked="" type="checkbox"/>		Algebra Practice 2	1.0	2/11/2015	07, 08, 09	Teacher4, Sally	★★★★★			
<input checked="" type="checkbox"/>		Algebra Practice 3	4.0	2/11/2015	07, 08, 09	Teacher4, Sally	★★★★★			

Copy Selected Items

Copy Multiple Items

A confirmation message briefly displays, and the **Times Copied** column displays the number of times you have copied the items.

• The item(s) copied successfully to My Library! ×										
Sel	Type	Name	Ver#	Last Updated	Grades	Author	Rating	Times Copied	Bookmark	Actions
<input type="checkbox"/>		Algebra Practice 1	4.0	2/11/2015	07, 08, 09	Teacher4, Sally	★★★★★	1		
<input type="checkbox"/>		Unit 1 Algebra Quiz	4.0	2/11/2015	07, 08, 09	Teacher4, Sally	★★★★★	1		
<input type="checkbox"/>		Algebra Practice 2	1.0	2/11/2015	07, 08, 09	Teacher4, Sally	★★★★★	1		
<input type="checkbox"/>		Algebra Practice 3	4.0	2/11/2015	07, 08, 09	Teacher4, Sally	★★★★★	1		

Copy Selected Items

Multiple Items Successfully Copied

Note: Copies of the items are created in the **Copied Content** folder in the **My Workspace** area of **My Library**. To modify content or schedule activities, you must first move them out of **Copied Content**.

Note: To copy an individual item, see “[Copy Single Item.](#)”

View All Content that You Have Copied

You can see a list of all content that you have copied from the **District Library** to your personal library.

1. On the **Library** screen, **District Library** tab, in the **View by** area, click **My Copied Content**.

A list of all content that you have copied displays in a grid.

Note: You can sort the grid by clicking a column header. The **Times Copied** column displays how many times you have copied an item.

4+

Library

Lake View City Schools

?

GradeBook » VirtualClassroom » Library

Activity Builder | Activities to Grade

Library

My Library

District Library

Private Libraries

Public Library

Enter Search Criteria

Search

Advanced Search

View by:

My Published Content

My Copied Content

My Bookmarks


All

My Copied Content

Sel	Type	Name	Ver#	Last Updated	Grades	Author	Rating	Times Copied	Bookmark	Actions
<input type="checkbox"/>		eAlgebra	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1		
<input type="checkbox"/>		Unit 3	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1		
<input type="checkbox"/>		Unit 2	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1		
<input type="checkbox"/>		Algebra Practice 1	3.0	2/18/2015	07, 08, 09	Teacher4, Sally	★★★★★	1		
<input type="checkbox"/>		Unit 4	2.0	2/10/2015	07, 08, 09	Teacher4, Sally	★★★★★	1		
<input type="checkbox"/>		Unit 1	3.0	2/18/2015	07, 08, 09	Teacher4, Sally	★★★★★	1		
<input type="checkbox"/>		5 + 5 + 5 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	1		
<input type="checkbox"/>		1 + 2 + 3 + 4 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	1		
<input type="checkbox"/>		3 - 1 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	1		
<input type="checkbox"/>		3 + 2 =	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	1		
<input type="checkbox"/>		Math Practice 2	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	1		
<input type="checkbox"/>		Math Practice 1	1.0	2/10/2015	03	Teacher6, Courtney	★★★★★	1		

View Copied Content

2. Optional: To bookmark an item (or unbookmark it), click .

- Optional: To take action on an item (for instance, to review details about a course or activity or to view course ratings and comments), in the **Actions** column, click  and select the action you wish to take.

Note: The **My Copied Content** view is essentially a historical view of all content you have copied from the **District Library**. Actual copies of the items are created in the **Copied Content** folder in the **My Workspace** area of **My Library**. To modify the content for use in your classes and to schedule activities, you must first move them out of **Copied Content**.















Note: For information on the actions you can take, see [“Evaluate and Copy Shared District Content.”](#)





Rate and Review Content

After you have used content that you copied from the **District Library**, you can provide your feedback about the material as follows:

- In the row of the eCourse, eCollection, or module, click the **Actions** button.
- Select “Show Ratings & Reviews.”

Average rating is slightly more than four stars Rating is based on four reviews.

Sel	Type	Name	Ver#	Last Updated	Grades	Author	Rating	Times Copied	Bookmark	Actions
<input type="checkbox"/>		 eMath 3	1.0	2/10/2015	03	Teacher6, Courtney	 (4)			
<input type="checkbox"/>		 eEnglish	1.0	2/10/2015	10	Teacher5, Samantha				
<input type="checkbox"/>		Unit 2	1.0	2/10/2015	10	Teacher5, Samantha				
<input type="checkbox"/>		Unit 3	2.0	2/10/2015	07, 08, 09	Teacher4, Sally		1		

-  View Details
-  Copy to My Library
-  **Show Ratings & Reviews**
-  View Publishing History

Show Ratings & Reviews

The **Reviews** window opens.

3. Click **Create a Review**.

eMath 3 Reviews

4 Reviews

5 star: (2)
 4 star: (1)
 3 star: (1)
 2 star: (0)
 1 star: (0)

Average Review
 (4 reviews)

Create a Review

Sort by: Date Rating

Helpful even for my fourth graders
 Revision 1.0 Reviewed by Tam , River on 02/10/2015
 I used many of the activities for my fourth graders who needed review and reinforcement.

Great Material
 Revision 1.0 Reviewed by Masters , Mr. Paul on 02/10/2015
 This is a great starting point for first semester of third grade. Looking forward to the course being updated with second semester materials.

Just Okay
 Revision 1.0 Reviewed by Teacher4 , Sally on 02/10/2015
 A good start, but this course needs lots more material.

Create a Review

4. In the review area, complete the requested information:
- Click the number of stars you rate the material (on a scale of 1-5).
 - Enter a headline that briefly describes your evaluation.
 - Enter a few sentences that explain your experience with the material and what you find valuable. If you have suggestions for improvement, include them as well.
5. Click **Save**.

Click the stars to rate it

Enter a Headline

Enter your review

Save

Review Area

This page intentionally left blank.

Grading

As students complete and submit their online activities, the activities display in your grading queue. VirtualClassroom automatically grades the multiple choice, true/false, fill in the blank (exact match), multiple choice with pictures, and matching type questions that you have set to auto grade. You must grade the remaining questions and then post all grades to GradeBook.

Note: Even if an entire activity is made up of auto graded questions, you must still open the activity to post the mark to GradeBook.

Refer to the appropriate section as follows:

- [“Select Activities to Grade”](#)
- [“Grade Activities”](#)

Select Activities to Grade

Activities that are ready for you to grade display in a grading queue as students complete them. You can review all of the activities to grade and filter and sort the list as needed to display the activities you want to grade at this time.

1. On the **Activities to Grade** screen, review the activities that are ready for you to grade, noting the following important information:
 - **Hrs** – The time the student spent working on the activity; also known as “seat time”
 - **#Tries** – Number of times the student has attempted the activity (if you sent the activity back to the student by marking it for “redo”)
 - **Late?** – Displays as “Late” if the student submitted the activity after it was due

Activities to Grade							
Class: <input type="text" value="All"/>		Assignment: <input type="text" value="All"/>					
Class	Assignment	Activity	Student	Due Date	Submitted Date	Hrs	#Tries Late?
ALGEBRA 2 HONORS01	Quiz 7.1	Quiz 7.1	Addis, Thomas	07/09/2014	07/11/2014 7:06:33 PM	0.0	Late
ALGEBRA 2 HONORS01	Practice	Practice	Addis, Thomas	07/03/2014	07/10/2014 4:04:25 PM	0.0	2 Late
ALGEBRA 2 HONORS01	Practice Questions B	Practice Questions B	Addis, Thomas	07/28/2014	07/18/2014 11:03:36 AM	0.0	
ALGEBRA 2 HONORS01	Quiz 7.1	Quiz 7.1	Adler, Hana	07/09/2014	07/10/2014 3:57:58 PM	1.8	Late
ALGEBRA 2 HONORS01	Page 222 - Odd	Page 222 - Odd	Koski, Lauren	06/26/2014	07/11/2014 8:14:41 PM	0.0	Late
APPLIED SOCIAL STUDIES 201	Regular VC Activity	Regular VC Activity	Addis, Thomas	07/03/2014	07/09/2014 1:09:44 PM	0.0	Late
APPLIED SOCIAL STUDIES 201	Chapter 16 Quiz	Chapter 16 Quiz	Addis, Thomas	07/09/2014	07/09/2014 1:08:57 PM	0.0	
APPLIED SOCIAL STUDIES 201	Chapter 9 Quiz	Chapter 9 Quiz	MacBoyle, Brian	06/26/2014	07/03/2014 1:22:08 PM	0.0	Late
BIOLOGY HONORS01	Biology Sample Activity	Biology Sample Activity	Addis, Thomas	07/04/2014	07/04/2014 11:28:59 AM	0.0	
BIOLOGY HONORS01	Biology Sample Activity 2	Biology Sample Activity 2	Addis, Thomas	07/04/2014	07/04/2014 10:45:08 AM	0.0	
BIOLOGY HONORS01	Body Systems Quiz	Body Systems Quiz	Addis, Thomas	07/08/2014	07/08/2014 8:32:59 PM	0.0	

Activities to Grade

- Optional: To sort the list of activities on any column, click the column heading.
- Optional: To filter the list of activities, select a **Class** and/or **Assignment** whose activities you want to grade at this time.

The screenshot shows the 'Activities to Grade' interface. At the top, there's a blue header with 'A+' and a dropdown arrow, followed by 'Activities to Grade'. Below this is a green breadcrumb trail: 'GradeBook » VirtualClassroom » Activities to Grade'. The main title 'Activities to Grade' is in large, bold, black text. Below the title, there are two dropdown menus: 'Class:' and 'Assignment:'. Both are currently set to 'All'. The 'Class' dropdown is open, showing a list of classes: 'All', 'ALGEBRA 2 HONORS', 'APPLIED SOCIAL STUDIES 2', and 'BIOLOGY HONORS'. The 'Assignment' dropdown is also open, showing a list of assignments: 'All', 'Page 222 - Odd', 'Quiz 7.1', 'Practice', 'Practice Questions B', 'Chapter 9 Quiz', 'Regular VC Activity', 'Chapter 16 Quiz', 'Biology Sample Activity', 'Biology Sample Activity 2', and 'Body Systems Quiz'. Below the dropdowns, a table of activities is visible, with columns for 'Class', 'Assignment', and 'Activity'. The first row shows 'ALGEBRA 2 HONORS01' for 'Practice'.

Filter Activities to Grade

The screen updates to display only the activities that are ready to grade that meet your filter criteria.

The screenshot shows the 'Activities to Grade' interface after filtering. The 'Class' dropdown is set to 'ALGEBRA 2 HONORS' and the 'Assignment' dropdown is set to 'Quiz 7.1'. Below the dropdowns, a table of activities is displayed. The table has columns: 'Class', 'Assignment', 'Activity', 'Student', 'Due Date', 'Submitted Date', 'Hrs', '#Tries', and 'Late?'. The first two rows of data are shown.

Class	Assignment	Activity	Student	Due Date	Submitted Date	Hrs	#Tries	Late?
ALGEBRA 2 HONORS01	Quiz 7.1	Quiz 7.1	Addis, Thomas	07/09/2014	07/11/2014 7:06:33 PM	0.0		Late
ALGEBRA 2 HONORS01	Quiz 7.1	Quiz 7.1	Adler, Hana	07/09/2014	07/10/2014 3:57:58 PM	1.8		Late

Filtered List of Activities to Grade

Grade Activities

At any time after a student completes and submits an online activity, you can begin grading it.

Note: Before starting your grading, if you want to filter the grading queue to display only specific activities to grade, see “[Select Activities to Grade.](#)”

1. On the **Activities to Grade** screen, select an activity to grade by clicking the student's name.

Class	Assignment	Activity	Student	Due Date	Submitted Date	Hrs	#Tries	Late?
ALGEBRA 2 HONORS01	Quiz 7.1	Quiz 7.1	Addis, Thomas	07/09/2014	07/11/2014 7:06:33 PM	0.0		Late
ALGEBRA 2 HONORS01	Practice	Practice	Addis, Thomas	07/03/2014	07/10/2014 4:04:25 PM	0.0	2	Late
ALGEBRA 2 HONORS01	Practice Questions B	Practice Questions B	Addis, Thomas	07/28/2014	07/18/2014 11:03:36 AM	0.0		

Select Activity to Grade

2. On the **Activity Grading** screen, review the student's answers, noting the following symbols:

- ✓ – Correct answer (auto graded); **Points** earned = the maximum of possible
- ✗ – Incorrect answer (auto graded); **Points** earned = 0
- ⓘ – Answer for you to grade; **Points** earned = blank

Activity Grading Lake View City Schools

GradeBook » VirtualClassroom » Activities to Grade » Activity Grading Activity Builder Library Activities to Grade

Addis, Thomas **Grade: 3.00/15.00 20.00%** **Hours: 0**

Practice **Late** View all content

1) Name one body system. Cardiovascular system. View Sample Answer	?	<input type="radio"/> Correct <input type="radio"/> Incorrect <input type="radio"/> ReDo <input type="radio"/> Partial Credit	Points /5
2) This system eliminates wastes from the body. _____ Urinary system. Correct Answer: Urinary System	?	<input type="radio"/> Correct <input type="radio"/> Incorrect <input type="radio"/> ReDo <input type="radio"/> Partial Credit	Points /5
3) True or False: The French celebrate the 4th of July. <input checked="" type="radio"/> True <input type="radio"/> False Correct Answer: False	✗	<input type="radio"/> Correct <input checked="" type="radio"/> Incorrect <input type="radio"/> ReDo	Points 0 /2
4) Complete the following pattern: 2 5 11 23 _____ <input type="radio"/> A: 34 <input type="radio"/> B: 39 <input type="radio"/> C: 41 <input checked="" type="radio"/> D: 47 Correct Answer: D	✓	<input checked="" type="radio"/> Correct <input type="radio"/> Incorrect <input type="radio"/> ReDo	Points 3 /3

Final Assignment Mark

Calculated Grade: 3.00/15.00 (20.00%) GradeBook Mark: 3 / 15

Teacher Comments (1000 Characters)

☐ Mark all for ReDo

Post

Review Student's Answers

3. Optional: If you want to filter the content to view less information, in the drop-down list at the top-right of the screen (which defaults to "View all content"), select a different option:
- "View all questions" – Displays questions and answers but no additional content (such as text or videos)
 - "View questions to grade" – Displays only the questions and answers for you to grade (non auto graded answers)

Activity Grading Lake View City Schools

GradeBook » VirtualClassroom » Activities to Grade » Activity Grading Activity Builder Library Activities to Grade


Addis, Thomas **Grade: 15.00/15.00 100.00%** **Hours: 0**

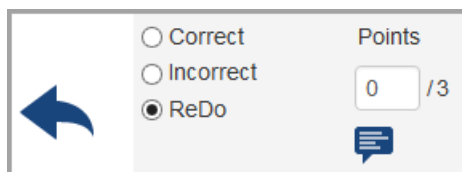
Practice **Late** View all content

View all content
View all questions
View questions to grade


Filter Questions to Grade

4. Optional: If you want the student to take another attempt at answering any question:
 - a. Mark the answer as “ReDo.”
 - b. In the **Points** field, enter the number of points (if any) you want to award the student for this attempt at the answer.

Note: “ReDo” answers display the  symbol.





Mark Individual Question for Redo

5. Optional: To enter a comment about a specific answer:
 - a. Click .
 - b. In the **Teacher Comments** text box that displays, enter your comment.

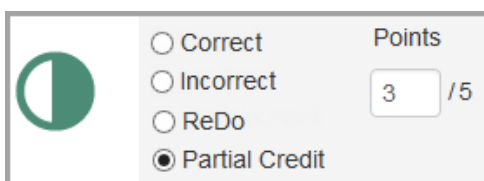


Enter Comments at the Answer Level

6. If ungraded questions (displaying ) remain, mark each answer as “Correct” (assigns **Points** earned = maximum possible), “Incorrect” (assigns **Points** earned of “0”) or “Partial Credit.”

Note: “Partial Credit” answers display the  symbol.

7. If you awarded partial credit to any answer, in the **Points** field, enter the number of points you want to award the student for the answer.



Award Partial Credit

8. Optional: To override the grade on any auto graded answer, select the correct grade.

Note: The **Points** earned update automatically, but you can override them to assign partial points.

Note: As you grade each question, for mark types of points or percent, the **GradeBook Mark** field automatically populates the student's mark. For mark types other than points or percent, you must enter or select the mark.

9. Optional: In the **Teacher Comments** field, enter an overall comment for the student.
10. Optional: If you want the student to redo the entire activity, select the **Mark all for ReDo** check box.
11. Click **Post**.

Final Assignment Mark

Calculated Grade: 13.00/15.00 (86.67%) GradeBook Mark: 13 / 15

Teacher Comments (1000 Characters)
Please go back and review your errors.

☐ Mark all for ReDo

Post Posted successfully!

GradeBook Mark Posted Successfully

VirtualClassroom posts the mark and comments to your grade book.

Student	Mark	Missing	Late	# Tries	Exclude?	Comments	Status
Addis, Thomas	13	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Please go back and review your errors.	Graded
Adler, Hana	5	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>		Graded
Aguilar, Lauren		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Cabuk, Hilary		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Diaconu, Adam		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Hornis, Loren		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Koski, Lauren		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		

Activity Graded and Posted

Note: After you have graded the assignment (if you have not marked it for redo), the **Status** displays a "Graded" link that you can click to go back into activity grading.

12. Optional: To continue grading activities in the order in which they display in your queue (taking into account any sorting or filtering you selected), on the **Activity Grading** screen, move through the list using the ◀▶ buttons.


Final Assignment Mark

Calculated Grade: 13.00/15.00 (86.67%) GradeBook Mark: 13 / 15

Teacher Comments (1000 Characters)
Please go back and correct your errors.

☐ Mark all for ReDo

Posted successfully!



Move Through Grading Queue

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